



TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

Delhi Road, Moradabad (U.P)

Phone No.: 0591-2476813

Email : jointregistrar@tmu.ac.in

Ref. No : TMU/R.O./2025-26/Adm/05

Date: 07-July-2025

Circular

Subject- Revision of Policy on Management Development Programme (MDP) and Consultancy (MDP& C Policy 2021 version1.0)

With reference to the above-mentioned subject, this is to inform all Deans/Principals/HoDs that the existing Policy (MDP& C Policy 2021 version1.0) on Management Development Programme (MDP) and Consultancy has been revised.

The revised policy is now titled as:

"Policy on Training and Development Programmes (FDP/MDP/EDP)"

This revised policy now additionally encompasses Faculty Development Programmes (FDPs) and Executive Development Programmes (EDPs) along with Management Development Programmes (MDPs). A copy of the revised policy is attached herewith for your kind reference. Please note that the earlier version of the policy (MDP& C Policy 2021 version1.0) shall stand superseded upon the release of this revised policy.

This is issued with the approval of Hon'ble Vice Chancellor.

Kindly note that this revised policy shall be placed for ratification in the upcoming meeting of the Academic Council.

Encl.: Revised Policy Document

Copy to:-

- I
1. P.S. to Hon'ble Chancellor for info. Please
2. P.S. to Hon'ble Group Vice Chairman for info. Please
3. Hon'ble Executive Director
4. Registrar
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7. Director- Governance (Dental & Allied Health Sciences)
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18. Jt. Director (TMU Entrance Test)
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21. Head (Social Media, Media & Digital Marketing, ERP)
22. Guard File


Dr. Vaibhav Rastogi
 (Joint Registrar)
Dr. Vaibhav Rastogi
 Joint Registrar
 Teerthanker Mahaveer University
 Moradabad

- II
1. Hon'ble Vice Chancellor
2. Dean (Academics)
3. Controller of Examinations
4. Deans/ Principals/ HoDs
5. Dean Students' Welfare
6. Director (CTLD)
7. Director (CDOE)
8. Associate Dean (R&D)
9. Associate Dean (Academics)
10. Associate Dean (Ph.D. Cell)
11. University Librarian
12. Joint Director (CRC)



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Phone No.:	0591-2476813	Date:	07-July-2025
Ref. No :	TMU/R.O./2025-26/Adm/06	Prepared by:	Director IQAC
Policy No :	6.1	Issued by:	Joint Registrar
Total Pages :	10	Approved by:	Vice Chancellor

Policy on Training and Development Programmes (FDP/MDP/EDP)

1. Introduction

In the evolving dynamics of higher education, institutions are increasingly expected to demonstrate financial sustainability, societal relevance, and industry engagement. The National Education Policy (NEP) 2020 emphasizes the role of academic institutions in providing professional services beyond traditional teaching through, training, and knowledge transfer. Teerthanker Mahaveer University (TMU), with its diverse academic disciplines and commitment to excellence, seek to institutionalize Training and Development services as a strategic initiative to create new revenue streams.

2. Policy Statement

The policy on Training and Development Programmes (FDP, MDP and EDP), is framed to contain the rules and regulations governing the activities pertaining to all Training and Development Programmes (FDP, MDP and EDP), undertaken by the faculty members of the University solely or in collaboration with other individual groups or organizations. It provides a structured framework for initiating, executing, and monitoring Training and Development services in alignment with institutional goals and regulatory requirements.

3. Objectives

- To promote faculty engagement in problem-solving for societal, academic and industrial challenges.
- To establish TMU as a hub of expertise and skill-driven Training and Development services.
- To support professional development through tailored programs and interventions.
- To enhance the visibility and impact of TMU through community and industry collaborations.
- To generate sustainable and diversified financial resources for the University.

4. Scope/Applicability of Policy

- a) The rules and regulations in this policy document shall apply to all Training and Development Programmes (FDP, MDP and EDP), undertaken by the University solely or in collaboration with other individuals, groups or organizations.
- b) These rules and regulations shall become effective from the date of notification.
- c) The policy is intended for all stakeholders involved in Training and Development activities at TMU, ensuring consistency, transparency, and impact-driven outcomes across all trainings and development engagements.

5. Definitions/Terms

- a) Centre/ shall mean an academic centre/institution established by the University/Society.
- b) College shall mean a constituent College of the University established following the stated guidelines of the University/Society.
- c) **Faculty Development Programme (FDP):** It refers to a structured training initiative designed to enhance the teaching competencies, research capabilities, academic leadership, and professional skills of faculty members in higher education institutions.
- d) **Management Development Programme (MDP):** It refers to an educational programme designed and offered by the Centre/ Department/ College/Faculty of the University, participation in which is open to more than one specific organization or a specific group of organizations.
- e) **Executive Development Programme (EDP):** It refers to a structured, practice-oriented training program offered by the University to external participants, including industry professionals, business leaders, and entrepreneurs, with the aim of enhancing their managerial competencies, leadership capabilities, and strategic insight.
- f) **Training and Development Services:** It refers to work or service, undertaken by the Centre/Department/College/Faculty of the University at the instance of any outside agency (industry or other organizations) (within India and abroad) which results in net income to the University where-in the faculty members/staff/research staff provide knowledge and intellectual inputs to an outside agency, primarily for their purpose.
- g) TDC shall mean Training and Development Cell which shall be constituted as prescribed to monitor the Training and Development work in the University and ensure compliance of the provisions of the policy.
- h) Policy term used anywhere in this document shall refer to the Policy on Training and Development Programmes on FDP/MDP/EDP as approved by the Executive Council.
- i) Society means "Teerthanker Mahaveer Institute of Management and Technology", Moradabad.
- j) University means "Teerthanker Mahaveer University, Moradabad".

6. Structure of Training and Development Programmes (FDP/MDP/EDP)

6.1 Faculty Development Programs (FDPs)

- a) Customized FDPs for external institutions for their capacity building.
Focus Areas Include: pedagogical innovations, outcome-based education, accreditation processes, AI tools and research methodologies, technical trainings including hands on trainings.
- b) Delivered by TMU faculty and the involvement of external domain experts, wherever necessary.

6.2 Management Development Programs (MDPs)

- a) A short-term, theme-based program designed to upskill executives, mid-level managers, senior managers, faculties, and professionals on current and emerging management practices.
- b) Duration of any MDP may vary from 03 days to one week or even more depending on the specific requirements.

6.3 Executive Development Programs (EDPs)

- a) A focused training program aimed at enhancing specific competencies of working executives, aspiring entrepreneurs, and senior professionals, usually involving case-based or application-driven learning.
- b) It is typically of one year duration.

6.4 Eligibility for Organizing

- a) Any constituent College, Department, or Centre with subject-matter relevance and trained faculty members.
- b) Institutions may collaborate with industry bodies, sector-specific councils, incubation centres, or national/international organizations for jointly organising the FDPs, MDPs and EDPs.

6.5 Program Design Guidelines

- a) Brief about the University.
- b) About the College/Department/Center.
- c) About the programme.
- d) Duration of the Program, objectives/ learning outcomes.
- e) Fee of the Training and Development Programme.
- f) Target Group: Industry Professionals, Entrepreneurs, Government Officials, Faculty, Senior Executives.
- g) Content: Case-based, application-oriented, with focus on industry relevance.
- h) Mode: offline, online, or blended.
- i) Pedagogy: Lectures, Case Discussions, Group Activities, Simulations, Interactions.
- j) Assessment: Pre-test/Post-test (optional); mandatory feedback collection.
- k) While designing the FDP/MDP, the Faculty Member/Department/Centre/College, must define its structure where-in, details like the number of sessions and days and duration of each session should be clearly mentioned.

6.6 Financial Guidelines

- a) The Programs will be sponsored/funded by the concerned organization/participants.
- b) A detailed budget (with justification) must be submitted with the proposal (**Annexure-1**).
- c) All expenditures must be documented and audited as per the University norms.
- d) Revenue sharing between experts **would be as per (Section-C, Annexure-1)**.
- e) All transactions will be digitized through University ERP system for transparency and audit purposes.

7. Implementation Roadmap To operationalize and scale Training and Development Programmes (FDP, MDP and EDP) effectively, the following steps will be implemented:

7.1 Constitution of Training and Development Cell (TDC)

- a) Established under the aegis of CTLD.
- b) Responsible for planning, coordination, and monitoring of Training and Development Programmes (FDP/MDP/EDP).

7.2 Mapping Faculty Expertise

- a) Departments shall identify and report the areas of expertise of their respective faculty members to the Office of Training and Development Cell (TDC).
- b) All departments/Colleges shall maintain an updated record of faculty expertise, which must be reviewed on bi-annual basis.

7.3 Service Documentation and Execution of the T & D Programmes

The project shall be carried out as per the agreed scope and schedule, with:

- a) Coordination with TDC for logistical and administrative support.
- b) Compliance with ethical and institutional standards.
- c) College/Departments will design and publish brochures and information packs for FDP/MDP/EDP programmes. It will include the details such as objectives, learning outcomes, deliverables, methodology and duration etc.
- d) Online brochures, microsite, social media promotion to be prepared for marketing and branding.
- e) Centralized registration for all programs to be done.
- f) Training and Development Cell (TDC) to conduct and monitor progress checks.

8. Process of Training and Development Programme

To ensure efficiency, transparency, and accountability in delivering Training and Development Programme (FDP/MDP/EDP), the following sequential processes shall be followed at Teerthanker Mahaveer University (TMU):

- a) All Training and Development Programme proposals to be routed through TDC for approval.
- b) Budgeting, pricing, and contracts to be strictly followed as per the University norms.
- c) Legal and ethical compliance must be ensured in all engagements.

8.1 Identification of Training and Development Opportunities

Training and Development opportunities on FDP/MDP/EDP may be explored through NGO's, Associations, Confederations of Industries, Chambers of Commerce, Professional organizations such as QCFI, ISTD, IEEE, Conferences, Alumni Networks, Cold Outreach, Hackathons etc. Training Need Identification (TNI) and Training Need Analysis (TNA) shall form the basis of all capacity-building initiatives, ensuring that training programs are relevant and outcome-oriented and mapped with the needs of local industries and nearby sectors. Faculty members, departments and Training and Development Cell (TDC) may identify potential opportunities through:

- a) Invitations from external organizations
- b) Proactive proposals to industries, academic institutions, or government bodies.
- c) Networking through seminars, conferences, or alumni engagements.
- d) Recommendations via academic-industry forums and existing collaborations.

8.2 Submission of Training and Development Programme Proposal

A detailed proposal must be submitted to the University's Training and Development Cell (TDC) using a standard format (as Annexure-1). The proposal must be submitted at least 30 working days before the intended start date of the program. The proposal must include:

- a) Title and objective of the Training and Development Programme
- b) Type of program
- c) Program details
- d) Duration and proposed dates
- e) Names of faculty members involved and their roles
- f) Tentative budget & revenue sharing (materials, travel, and contingencies)
- g) Legal/ethical implications, if any

8.3 Review and Approval Process

The Office of the Training and Development Cell (TDC) shall review each proposal based on its merit, relevance, structure, feasibility, financial implications and inter-institutional agreements. Upon review, the proposal will be forwarded with recommendations to the Vice Chancellor for final approval. The decision shall be communicated to the concerned department within seven working days.

8.4 Signing of Agreement/MoU

Upon approval, an official Agreement/MoU shall be signed between TMU and the client organization (depending on the kind of Training and Development Programmes to be conducted). The agreement will outline:

- a) Scope, roles, and responsibilities
- b) Confidentiality and IP rights (if any)
- c) Timelines and milestones
- d) Payment terms and clauses on dispute resolution
- e) Legal vetting by University's Legal Cell

- f) All agreements/MoUs to include termination clauses and IPR norms

8.5 Financial Guidelines & Management

- a) All payments shall be received through the University's designated account.
- b) A financial record of all Training and Development Programmes will be maintained by the Finance Office in coordination with Training and Development Cell (TDC).
- c) A detailed budget (with justification) must be submitted with the proposal (as **Annexure-1**)
- d) All expenditures must be documented and audited as per the University norms.
- e) No FDP/MDP shall be conducted unless it generates a minimum surplus of ₹25,000 for the University.
- f) The Vice Chancellor may relax this norm for new and innovative programmes upon the recommendation of the Chairperson, Training and Development Cell.
- g) Disbursement will follow revenue sharing (as per **Section-C, Annexure-1**) covering faculty honorarium and institutional overheads/expenses etc.

8.6 Honorarium and Duty Leave

- a) Honorarium for internal faculty members and experts shall be disbursed as per **Section C-Tentative Budget and Revenue Sharing (Annexure-1)**. As per the approved model, 50% of the net surplus (denoted as $M1 = 0.5 \times K$) shall be retained by TMU. The remaining 50% (denoted as $M2 = 0.5 \times K$) shall be distributed among the faculty members and experts, proportionate to the number of sessions conducted by each.
- b) Honorarium to external expert(s) shall be disbursed as per the existing University policy/norms or agreed terms.
- c) "On duty Leave" shall be sanctioned to the faculty members in case, he/she is conducting training programmes outside the University.

8.7 Finalization of Accounts

The final statement of income and expenses shall be prepared by the Accounts department of the University within 10 days of completion of a programme. Copies of the Statement shall be sent to the Vice Chancellor, Programme Coordinator and Chairperson-Training and Development Cell (TDC).

8.8 Accountability for the FDP/MDP Programme

The Programme Co-ordinator shall be accountable for the financial result and the quality of the programme.

8.9 Recognition and Incentives

Faculty engaged in successful Training and Development Programmes shall be acknowledged through; but not limited to:

- a) Certificates of appreciation
- b) Mention in annual reports
- c) Consideration in performance appraisal and promotion criteria
- d) Inclusion in NIRF/NAAC/NBA impact matrix.

8.10 Admission of Candidates for FDP/MDP

- a) Upon registration/receiving application from the candidates for the proposed FDP/MDP, provisional admission will be confirmed.
- b) If fee is not received by the last date of fee submission, the provisional admission will be cancelled.
- c) Admission will be confirmed upon receipt of the fee.

8.11 Postponement of FDP/MDP due to reasons other than Inadequate Response

- a) In situations like natural calamities, transport (roadways/ railways/ airways) strike, law & order issues and war like situations the MDP may be postponed. Request for postponement shall be forwarded to the Chairperson, Training and Development Cell (TDC).
- b) In the situation of the postponement of FDP/MDP, it shall be the responsibility of the programme co-ordinator to ensure that all the concerned are informed about the postponement of the FDP/MDP.

8.12 Expected Outcomes

- Sustainable financial growth through diversified revenue sources.
- Enhanced institutional reputation and visibility for TMU.
- Stronger linkages with industry and community stakeholders.
- Faculty development through real-world problem-solving exposure.
- Skill enhancement and increased career competitiveness.

8.13 Feedback and Evaluation

A structured **feedback form** will be obtained from the client to assess quality of delivery, client satisfaction and suggestions for improvement. Feedback will be reviewed by TDC and used for-refining future Training and Development offerings. Structured feedback forms will be made having quantitative and qualitative questions to record both type of responses.

8.14 Documentation and Reporting

Upon completion, a final report of **(FDP/MDP/EDP)** shall be submitted to, the Client (as per the agreement/MoU) and the University Training and Development Cell (TDC). The report shall include:

- a) Summary of activities undertaken
- b) Impact assessment
- c) Financial summary
- d) Feedback from the client

8.15 Programme Structure and Course Material

The Programme co-ordinator shall submit the hard copy and soft copy of the course structure and course material specifically prepared for the programme to the Training and Development Cell (TDC) for review.

8.16 Annual Training and Development Programme (FDP/MDP/EDP) Calendar

- a) The Annual calendar for Training and Development Programmes shall be released by June 30 of every year before the commencement of the new academic session. Faculty members/Centre/ Department/College shall submit their proposals for their programmes to the Training and Development Cell (TDC) by 30th April every year for inclusion in the calendar. The Training and Development Cell (TDC) shall finalize the calendar in consultation with the academic groups and faculty members.
- b) Training and Development Programmes based on specific requirement from time to time can be organized on case-to-case basis whenever required/feasible.

8.17 FDP/MDP/EDP Certification

The certificate of participation upon successful completion of the FDP/MDP shall be awarded to the candidates who successfully attended the programme with minimum 80% of attendance. However, the certificate of EDP, shall be awarded upon minimum 75% of attendance and successful completion of the course (as per the guidelines of the EDP). The FDP/MDP certificate shall be signed by the Chairperson, Training and Development Cell (TDC) and the programme coordinator.

8.18 Programme Fee of FDP/MDP/EDP

The programme fee for all FDPs, MDPs, and EDPs shall be determined based on the nature of the programme, faculty involvement, resource requirements, and other specific needs. The fee structure will be finalized individually for each programme, in accordance with the requirements of the requesting institute or organization. Applicable GST at 18% or as per government norms will be charged in addition to the programme fee. In the case of residential programmes, accommodation charges will be levied separately.

9 University Training and Development Cell (TDC)

TDC Composition

S.No.	Role	Designation
1	Chairperson	Director CTLD
2	Vice-chancellor's Nominee (2 Nos.)	Associate Dean (R&D), Associate Dean (Academics)
3	Members (To be nominated by Deans/Principals of each College)	One Faculty nominee from each College (Preferably a senior Professor/Associate Professor equivalent to the position of the Programme Coordinator)
4	Convener/Member Secretary	Dy. Director CTLD

10 Responsibilities of Training and Development Cell (TDC)

- Approve and monitor all Training and Development activities.
- Facilitate industry-academia partnerships.
- Track performance metrics and report impact.
- Ensure financial and legal compliance.
- Provide strategic insights to the Vice-Chancellor, Dean Academics.

11 Role of Programme Coordinator and Faculty Members in Conducting FDP/MDP

The Programme Coordinator (senior faculty member taking lead of the College/Department, from where Training and Development Programmes will be conducted) and faculty members involved in Training and Development Programmes plays vital role in the successful execution of FDPs and MDPs. For successful execution following is to be followed:

- a) The programme co-ordinator shall be the full-time regular teaching staff of the Teerthanker Mahaveer University.
- b) The faculty members for FDP/MDP should be the full-time regular faculty of the University. In case of Guest Faculty, he/she should have a qualifications and relevant experience in the field of subject for which FDP/MDP is scheduled.
- c) They shall maintain regular coordination with the Chairperson, Training and Development Cell (TDC), as required, throughout the duration of the programme, from planning to execution, including final reporting, revenue crediting, and disbursement of honorarium to experts/resource persons.

12 Functions of Training and Development Cell (TDC)

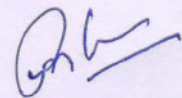
- a) **Design & Execution:** Plan all types of Training and Development Programmes including short term and long-term FDP/MDP/EDP offerings based on requirements.
- b) **Hand holding:** Hand holding of faculty concerned for generating the leads.
- c) **Collaboration:** Partner with corporates, government agencies, and training institutions and to liaison with partners (MoUs, Collaborations etc.)
- d) **Resource Pool:** Maintain a panel of trainers, experts, and facilitators.
- e) **Outcome Monitoring:** Record participation, feedback, and impact base on continuous assessment (to be taken from the reporting authority of the trainee). Also, publish annual performance report of Training and Development Cell (TDC).

13 Review and Revision of Policy

This policy shall be reviewed jointly on annual basis by the office of Dean Academics, Director IQAC and Director CTLD to incorporate new strategies, tools, and evolving best practices of academia and industry, keeping in mind that we deliver as per the expectations of the audience.

The review process will include feedback from stakeholders, T & D Programme performance and benchmarking against national and international standards.

Any necessary updates or revisions shall be duly approved by the Vice Chancellor and documented and communicated to the Deans/Principals/Heads of the Colleges including HODs of associated departments to ensure alignment and continuous improvement in Training and Development Programmes of Teerthanker Mahaveer University (TMU).



Dr. Vaibhav Rastogi

(Joint Registrar)

Dr. Vaibhav Rastogi

Joint Registrar

Teerthanker Mahaveer University
Moradabad

Annexure-1

Training and Development Programmes (FDP/MDP/EDP) Proposal Form

SECTION A: GENERAL INFORMATION

1. **Title of the Program:**
.....
2. **Type of Program** (Please tick one):
☐ Faculty Development Program (FDP)
☐ Management Development Program (MDP)
☐ Executive Development Program (EDP)
3. **Proposed Dates:**
From: ____ / ____ / ____ To: ____ / ____ / ____
4. **Duration** (in Days/Hours):
.....
5. **Mode of Delivery** (Please tick one):
☐ Offline ☐ Online ☐ Hybrid
6. **Organizing Department/College:**
.....
7. **External Collaborating Organization (if any)**
.....
8. **Coordinator(s) Name:**
.....
9. **Contact Details (Email / Mobile Number):**
.....
10. **Venue/ Platform link (if online):**
.....

SECTION B: TRAINING AND DEVELOPMENT PROGRAM DETAILS

1. **Objectives of the Program** (Please use bullet points):
 -
 -
 -
2. **Name, Address and Contact details of the Organization**
.....
.....
3. **Target Audience** (Faculty/Industry Professionals/Students/etc.):
.....

4. Expected Number of Participants:

.....

5. Program Themes and Tentative Sessions:

(Attach a detailed session plan)

.....

.....

6. Resource Persons (List names, affiliations, and topics):

List of Experts /Resource Persons

S.No.	Name	Designation	Affiliation	Topic Covered	Day/Date/Timing
1.					
2.					
3.					
4.					

SECTION C: TENTATIVE BUDGET & REVENUE SHARING

Budget for Conducting Training & Development Programmes (FDP/MDP/EDP)	
Training & Development Programme (FDP/MDP/EDP) Fee	A
GST (as applicable)	B
Total fee	C=A+B
Expenses	
Fee to be paid to external resource person(s)/expert(s) if any *	D
Equipment/software (if any)	E
Supplies and contingent expenses (if any)	F
Other manpower (non-teaching and support staff etc.), if any	G
Travel etc. (if any)	H
Total Expenses	I=D+E+F+G+H
RECKONER	
Net Surplus	K=A-I
Revenue share to TEERTHANKER MAHAVEER UNIVERSITY (50% of Net Surplus)	M ₁ = 0.5*K
Revenue share to Program Co-ordinators and Experts (50% of Net Surplus) **	M ₂ = 0.5*K

*Shall be paid as per the University norms or agreed terms.

**Shall be mutually distributed among the experts, in proportion to the contribution by each member (expert).

SECTION D: APPROVALS

Name and signature of various Authorities:

FDP/MDP/EDP Program Coordinator (s):

Head of Department:

Dean/Principal/Head of College:

(Chairperson, TDC)

(Dean Academics)

(Vice Chancellor)