

## Standard Operating Procedure (SoP) Role of Coordinator (Training)

### Objective:

To institutionalize a structured, progressive, and industry-relevant training ecosystem at ITM University that prepares students holistically for placements, internships, and career advancement.

### Key Responsibilities:

Responsibility	Details
1. Training Calendar	Prepare and circulate a detailed <b>training calendar</b> for all schools before the commencement of each academic session.
2. Batch-Wise Planning	Design a <b>year-wise training framework</b> for each batch, aligned with their academic maturity and market needs (1st year to Final year).
3. Market-Oriented Training	Identify training modules in areas such as soft skills, domain knowledge, aptitude, technical tools, and interview preparation based on <b>industry feedback</b> .
4. Collaboration with Deans/HoDs	Coordinate with all schools to integrate training sessions with academic timetables and avoid schedule overlaps.
5. Vendor/Trainer Management	Evaluate, recommend, and monitor external trainers, agencies, or internal faculty involved in delivering training.
6. Quality Monitoring	Maintain records of session delivery, attendance, feedback scores, and impact assessment of training.
7. Reporting and Review	Submit <b>quarterly reports</b> to IQAC and the Vice Chancellor, detailing the execution, effectiveness, and outcomes of the training programs.

### Reporting Structure:

- **Direct Reporting:** Vice Chancellor (via IQAC)
- **Operational Support:** Senior Training Officer (Ms. Rishita) and other designated staff
- **Collaboration Required With:** All Deans, Heads of Departments, Industry Relations Cell, and Placement Cell

**Documentation and Evaluation:**

- Maintain a **Training Register** (digital or physical) capturing:
    - Calendar, schedule, and trainer details
    - Student attendance and participation
    - Pre and post-assessment outcomes (if applicable)
    - Feedback forms and session-wise ratings
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**Outcome Expectation:**

- Improved **student readiness** for campus placement, competitive exams, and professional roles
- Streamlined training aligned with **employer expectations**
- Measurable progress in student performance across training touchpoints over 3–4 year