



## **TRAINING & HUMAN RESOURCE DEVELOPMENT POLICY**

- The achievements and quality services of the AE are based largely on the individual and collective contribution, commitment and achievements of the members of its staff.
- The work staff denotes all regular employees of the AE in addition, orientation and training programs may be conducted for non-regular employees or Contractors, by the members or the regular staff or by resource persons from outside from time to time, as and when needed by the Aastha Enterprises.
- Staff development includes any activity which contributes to the enhancement of their knowledge, skills, competence, or working practices. These might include courses, development programs, vocational training, attendance at meetings and conferences, workshops, development of educational materials, language classes, curriculum enhancement and active involvement with professional bodies. This is a crucial and continuous process for maintaining reputation for quality and standards of Service in the Aastha Enterprises.
- Training and outreach activities would include all courses, workshops, classes, curriculum development, seminars etc. undertaken for trainees who are not members of the AE. The Aastha Enterprises allocates 5% of its budget (Plan) on training and skill development programs.

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