POLICY & STANDARD OPERATING PROCEDURE FOR KNOWLEDGE EXCHANGE PROGRAMME

Document Number	:	IQAC/120/27
Document Name		Policy & Standard Operating Procedure for Knowledge Exchange Programme
Policy Category	:	IQAC Policy
Version Number	:	1.0
Effective Date	:	21 August 2026
Applicable to	:	All internal staff (teaching and non-teaching) of AMGOI
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Reviewed By	:	Dean, IQAC
Approved By	:	Director & Campus Director, AMGOI

1. Purpose

The purpose of this Policy is to establish a comprehensive institutional framework for faculty knowledge sharing and capacity building through systematic dissemination of knowledge acquired from workshops, Faculty Development Programmes (FDPs), training programmes, seminars, conferences, industry training, and other professional development programmes organized by reputed organization. The Institute is committed to ensuring that the knowledge and skills acquired by individual staff members are shared with other staff members so as to promote continuous professional development, peer learning, institutional capacity building, and continuous improvement in academic and administrative practices.

2. Objectives

The objectives of this Policy are to:

1. Promote continuous professional development of staff members.
2. Facilitate systematic sharing of knowledge and expertise acquired through external programmes.
3. Ensure that the benefits of staff participation in professional development programmes are extended to other staff members.
4. Develop a culture of peer learning, knowledge sharing, and collaborative professional development.
5. Encourage staff members to remain updated with emerging technologies, teaching-learning practices, industry practices, quality initiatives, and developments in their respective disciplines.
6. Promote adoption of innovative practices and good practices acquired from recognised organisations, institutions, professional bodies, and industries.

3. Scope

This Policy applies to all internal staff (teaching and non-teaching) of the AMGOI.

4. Policy Guidelines

A. Participation in External Professional Development Programmes

Staff members are encouraged to participate in relevant workshops, FDPs, training programmes, seminars, conferences, industry training, certification programmes, and other professional development activities organised by recognised organisations, institutions, professional bodies, industries, and statutory bodies.

The staff member shall ensure that the programme attended is relevant to his/her academic, research, administrative, technical, or professional responsibilities.

B. Knowledge Dissemination

A staff member who attends a recognised workshop, FDP, training programme, or other professional development programme shall share the significant knowledge, practices, tools, techniques, methodologies, and learning outcomes acquired through the programme with the Institute staff. The knowledge-sharing session shall preferably include major concepts and learning outcomes, important practices and methodologies, relevant examples and case studies, innovative or good practices that can be adopted, and key takeaways and recommendations.

C. Internal Capacity-Building Session

The knowledge-sharing presentation shall be treated as an Internal Capacity-Building Training Programme. Such sessions shall be scheduled and coordinated by IQAC in consultation with the concerned staff. Wherever feasible, the sessions shall be organised on a working Saturday so that regular academic and administrative activities are not adversely affected. The practice shall ensure that individual learning is converted into internal knowledge sharing, staff capacity building, and institutional improvement.

F. Documentation

IQAC shall maintain appropriate records of all such sessions, including staff details, external programme details, internal session details, topic, attendance, presentation/resource material, photographs, feedback wherever applicable, and outcome/possible institutional applications.

G. Application of Learning

Staff members shall be encouraged to implement relevant learning acquired through external programmes in teaching-learning, research, administration, industry interaction, quality initiatives, student development, or other institutional activities. Wherever significant institutional improvement results from such learning, the same may be documented by IQAC as an outcome of the capacity-building initiative.

5. Roles and Responsibilities

A. Director / Campus Director

- Provide strategic direction and support for institutional Staff capacity building.
- Encourage participation of staff members in relevant professional development programmes.
- Provide necessary administrative and financial support, wherever applicable.
- Review the effectiveness of the institutional best practice periodically.

B. Dean IQAC

- Coordinate and monitor implementation of this Policy.
- Maintain the institutional calendar of knowledge-sharing sessions.
- Schedule internal capacity-building sessions in consultation with concerned staff.
- Preferably schedule such sessions on working Saturdays.
- Monitor participation and completion of knowledge-sharing sessions.
- Maintain consolidated records and supporting evidence.
- Review the effectiveness and outcomes of the initiative.
- Include significant outcomes of the practice in appropriate institutional quality reports.

C. Staff Members

- Participate in relevant professional development programmes.
- Submit details/evidence of participation to the Dean, IQAC.
- Prepare and deliver a knowledge-sharing presentation based on the learning acquired.
- Contribute to continuous improvement through implementation of relevant learning.

6. Review and Revision of Policy

This Policy shall be reviewed once every three years, or earlier if required based on institutional requirements, quality initiatives, and recommendations of IQAC. Any amendment to this Policy shall be processed through the IQAC and shall become effective only after formal approval by the Director & Campus Director.

7. Annexures/Supporting Documents

1. All activities should be strictly carried out as per the Policy and SOP for Organization of Activities (Institute Level / Department Level) IQAC/120/11 wherein all activities should be mapped with SDGs.
2. The IQAC shall issue additional guidelines, formats, templates, checklists, reporting formats, and other relevant documents from time to time, as required.

8. Standard Operating Procedure (SOP)

1. Staff members shall participate in relevant workshops, FDPs, training programmes, seminars, conferences, industry training, certification programmes, and other professional development activities organised by recognised organisations, institutions, professional bodies, industries, universities, government organisations, statutory bodies, or other recognised agencies.
2. After completion of the external programme, the concerned staff member shall submit details of the programme and supporting evidence such as certificate, programme brochure, schedule, or other relevant documents to the Dean, IQAC.
3. Where the programme has significant relevance to institutional activities, IQAC may also directly schedule the staff member for a knowledge-sharing session.
4. The concerned staff member shall prepare a presentation focusing on the knowledge, skills, methodologies, practices, tools, technologies, and important learning acquired from the external programme.
5. IQAC shall prepare and maintain a schedule of internal knowledge-sharing sessions. Such sessions shall preferably be conducted on a working Saturday, subject to institutional requirements and availability.
6. IQAC shall communicate the date, time, venue, topic, and name of the staff member to all concerned staff members sufficiently in advance.
7. The identified staff member shall deliver the knowledge-sharing presentation before the designated staff members.
8. The completed session report along with supporting documents shall be prepared by IQAC within the prescribed time.
9. IQAC shall maintain a consolidated record of all faculty knowledge-sharing and internal capacity-building sessions conducted during the academic year.
10. At the end of every semester, IQAC shall compile the details of all knowledge-sharing and capacity-building sessions conducted under this initiative.

11. IQAC shall conduct periodic review meetings to monitor the implementation and effectiveness of the initiative.
12. At the end of the academic year, IQAC shall prepare a consolidated report highlighting the implementation and outcomes of the best practice.
13. Based on the annual review, IQAC shall identify areas for improvement and modify the schedule, methodology, documentation, or implementation mechanism wherever required.

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