

# **General Guidelines/SOPs for Training Participants**

## **Dear Training Participant,**

NCRD warmly welcomes you to attend this training programme. We are striving to conduct a programme which is productive and worth your time and efforts. However, successful conduct of the programme equally depends upon your support, meaningful role and positive contribution. Therefore, you are advised to follow the below-listed **guidelines / standard operating procedures**, please.

### **1. You will not be awarded participation certificate if:**

- i. You have not submitted the Registration Form carefully filled in all respects;
- ii. You have not submitted nomination letter issued from your esteemed Department/Organization/University;
- iii. You have been repeatedly coming late to attend the class, or fail to mark your attendance which will be marked at least once at any time on daily basis;
- iv. You avail more than one uninformed and unearned leave.

### **2. Please contribute towards ensuring conducive environment for classroom learning by:**

- i. Adopting formal dressing and official conduct;
- ii. Returning to the classroom/training hall on time after the inter-session break;
- iii. Ensuring on your own part that the discussion conducted during a session is purposeful, relevant to the subject and according to socially acceptable norms of conversation;
- iv. Cooperating with the Coordinator, the staff as well as with the Resource Persons during the programme;
- v. Avoiding use of mobile phone or any other such device irrelevant to the conduct of training programme, inside the classroom;
- vi. Supporting and bearing with us in case of any untoward and uncalled-for situation, i.e. power outage, etc.

### **3. Please be informed that:**

- i. As per the austerity measures announced by the Federal Government of Pakistan, tea & refreshment is available at the canteen on self-finance basis only;
- ii. Training-related material will be provided in soft form via email at your provided email address;
- iii. Providing an honest feedback (suggestions, appreciation and complaints) on the concluding day is your honorable duty.

### **4. For Hostel Residents only:**

- i. Meals are available during the stipulated timings only. Please reach the classroom on time after breakfast;
- ii. Please report complaints regarding your stay in the Hostel to the Coordinator or Hostel Caretaker as soon as possible for timely, appropriate and quick action;
- iii. Please cooperate with Hostel Management by your careful utilization of facilities and furniture/fixtures while staying in the room and during dining in the mess;
- iv. Please be mindful of the fact that the hostel facility is for both male and female participants, therefore, gender-sensitive and decent conduct is expected;
- v. Please strictly follow other specific guidelines/SOPs with regards to your stay in the Hostel.

### **5. In case of any complaints:**

- i. Please report in a professional manner to the Coordinator or Hostel Caretaker (for hostel residents only) at the earliest for timely, appropriate and quick action;
- ii. Unprofessional behavior or mistreatment with anyone is not allowed and may result into strict disciplinary action from this Department.

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