

13. TRAINING AND DEVELOPMENT

13.1. OBJECTIVE

In this fast-changing economy and increasing competition, it is our employee's skill that gives us the competitive edge. In order to pursue the heights, it is thus imperative that our employees have all the requisite skills at that given point of time.

This policy defines the company's focus on training and development.

13.2. ELIGIBILITY

This policy is applicable to all employees of NICDC and includes new trainees and interns.

13.3. TRAINING-NEEDS ASSESSMENT

At NICDC, we assess training needs of employees from the following angles:

Future business planning i.e., based upon the future growth plans of NICDC what are the new skills required and by when.

Individual development needs — based upon performance feedback from appraisals and proactively for the potential promotes based upon their career plan.

Trainings are provided in areas that are the Company's focus, while individual aspirations are considered as personal development and employees are encouraged to develop new skills.

13.4. PROCESS

NICDC provides internal training to the trainees and employees.

The procedure of formal on the job training program is:

- The participant observes a more experienced, knowledgeable and skilled trainer (employee)
- The method, process and techniques are well discussed before, during and after the trainer or the immediate superior has explained about performing the tasks
- When the trainee is prepared, and after that the trainee starts performing on the work place
- The trainer provides continuing direction of work and feedback