Sant Longowal Institute of Engineering & Technology, Longowal
(Deemed to be University)
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP-III)
Sub-Component 1.3: (Twinning Arrangement to build capacity and Improve Performance of Participating Institutes)

SLIET/TEQIP-III/89   Dated 10/01/2019

OFFICE ORDER

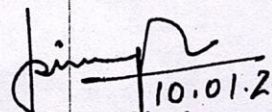**Guidelines for attending short term training program/workshop at National Level for staff members**

The competent authority has approved the following guidelines for attending short term training program/workshop at National Level for staff members under TEQIP-III.

(a) Details of the Policy/Guidelines: -

- Staff members of the institute will be allowed to attend training programme only once in a year limited to one-week duration. Preference will be given to those who have not attended any such activity under TEQIP earlier.
- Staff will be allowed to attend above activities only at national level reputed government organization/institution. Staff will not be permitted to attend same program even organized at different place.
- The corresponding activity for which a staff is applying must be relevant to his subject area and job requirement. The concerned HOD/Section I/C will ensure the relevancy before recommending the application.
- Staff members will be allowed to attend training programme during vacation period/ holidays/ mid semester break.
- The staff will share the knowledge gained by attending the activity with other staff with in month and submit brief report on it in his section/department.
- TA/DA, Boarding and Lodging will be paid as per entitlement of the staff member. Registration fee will be paid as per actual.
- Maximum 3-4 staff members will be permitted at one time for any training program/workshop with a constraint that not more than two members from one department/section at a time.
- Same staff member can't attend same training program/workshop again.
- Same staff member can't attend training programme/workshop at the same place.
- All HODs/Section-In charge must forward only those application which fulfil above guidelines.

(b) Procedure for processing the application: -

- The application, duly recommended by the respective HODs/Section-In-Charges, bringing out the relevancy of the proposed training with the applicant, shall be submitted on the prescribed format to the Coordinator TEQIP-III.
- The Coordinator TEQIP-III will process the applications after critically examining the financial implications, journey schedule etc. and forward thereafter the same with his recommendations to Dean (Academics), thereafter application will be forwarded to administration section.
- The Administration Section on receipt of the application from Dean (Academics), will put up the applications for consideration by the Competent Authority.

10.01.201.
Prof. Jagtar Singh
Coordinator TEQIP-III

Copy to
1. Director – for kind information please.
2. All Deans – for kind information please.
3. Registrar – for kind information please.
4. All HODs/ Section I/C – for circulation in their respective Department/ Section
5. F/I (ACSS) –for uploading on the institute website (TEQIP-III).
6. File Copy