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/88   Dated 22/06/2018

Policy for
Attending short term training/conference/workshop at National Level

The faculty/non-teaching employees of the institute can accomplish the following activities under TEQIP-III:

- Subject knowledge and research competence upgradation of faculty from Engineering disciplines and supporting departments as planned through TNA.
- Training of senior non-teaching staff, administrative and finance officers, etc. (all not below the rank of an Assistant Professor)
- Training of technical supporting staff.
- Training of administrative and general support staff in functional areas. (such training should mostly be organized within the project institution)
- Institutional Management Capacity Enhancement.
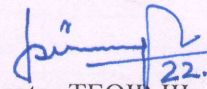- Organizing subject area training programs, workshops, seminars and conferences

(a) In order to facilitate equal opportunities to all faculty/non-teaching employees, the following policies/guidelines have been formulated.

- Employees of the institute will be allowed to attend above activities only once in a year. Preference will be given to those who have not availed benefit in TEQIP-II.
- The corresponding activity for which an employee is applying must be relevant to his subject area and job requirement.
- The employees will share the knowledge gained by attending the activity with students, faculty and staff with in month and submit brief report on it.
- Employees will be allowed to attend above activities only at national level reputed government organization/institution under TEQIP project.
- Faculty members using PDA for attending national conference/seminar/symposia will not be allowed to attend such activity under TEQIP-III.
- All HODs/Section-In charge must forward only those application which fulfil above guidelines.

(b) Guidelines for processing the applications: -

- The applications, 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) who will ascertain the relevancy of the proposed training submitted by faculty/non-teaching and thereafter will forward to administration section with recommendations.
- The Administration Section on receipt of the application from Dean (Academics), will put up the applications for consideration by the Competent Authority.

This bears the approval of competent authority: 06/06/2018

22.06.2018

Coordinator TEQIP-III

Copy to
1. Director- for kind information please.
2. Registrar - for kind information please.
3. All Deans- for kind information & circulation amongst staff members.
4. All HODs-/All Section I/Cs-for circulation amongst the faculty & staff members.