

**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**  
**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP-III)**

Ref.No. NITUK/TEQIP-III/2018/07/176

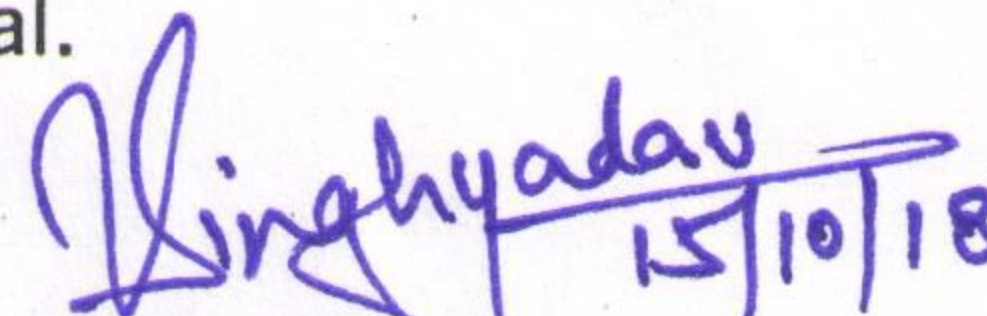
Dated: 12/10/2018

**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 up-gradation of faculty from engineering disciplines and supporting departments.
  - Training of senior non-teaching staff, administrative and finance officers, etc.
  - 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.
- (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 individual activity only once in a financial year, preference will be given to those who have not availed benefit earlier.
  - The corresponding activity for which an employee is applying must be relevant to his subject area and research development.
  - The employees will share the knowledge gained by attending the activity with students. faculty and staff within the month and submit tour report on it.
  - Employees will be allowed to attend activities only at Nation level reputed government organization/institution under TEQIP project.
  - All HODs/department In-charge (TEQIP) must forward only those applications which fulfil above guidelines through Dean (R&C).
- (b) **In order to facilitate equal opportunities to all Students, the following policies/guidelines have been formulated.**
- Students of the institute will be allowed to attend individual activity only once per semester, preference will be given to those who have not availed benefit earlier.
  - The corresponding activity for which student is applying must be relevant to his subject area and research development.
  - The students will share the knowledge gained by attending the activity in front of DFB/Supervisor within the month and submit tour report on it.
  - Students will be allowed to attend activities only at Nation level reputed government organization/institution under TEQIP project.
  - All HODs/department In-charge (TEQIP) must forward only those applications which fulfil above guidelines through AD (R&C) [For Tech-Test/Cultural through AD (SW)].
- (c) **Guidelines for processing the applications:-**
- The applications, duly recommended by the respective HODs/ department In-charge (TEQIP), bringing out the relevancy of the proposed training with the applicant, shall be submitted on the prescribed format through Dean (Faculty Welfare) to the Nodal Officer (Acad.) of TEQIP-III.
  - The Nodal Officer (Acad.) of TEQIP-III will process the applications after critically examining the financial implications, journey scheduled etc.

**Same is approved by competent authority and submitted for FC/BOG approval.**

  
(Dr. Vinod Singh Yadav)  
Coordinator, TEQIP-III

**Copy to:**

1. Director-for kind information please.
2. Registrar-for kind information please.
3. All Deans-for kind information please.
4. All HoDs- request for circulation amongst the In-charge (TEQIP), faculty/staff and students.
5. All Office bearers of TEQIP-III