

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

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

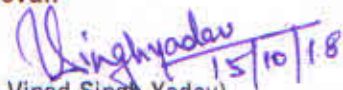
Dated: 12/10/2018

**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 with in 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 with in 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)/Dean (R&C) 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