Vice- Chancellor/Chairman Staff Development Advisory Board

Through : **4. Staff Development Centre c/o Deputy Registrar (Gen.Admin.)**

3. AR/Establishment

2. Registrar

1. Head/Division of …………………………..……….……………………….

Application for Courses of Study[1] / Short-Term Training Programs/Workshops [2]
(for Administrative, Technical & Other Non-Academic Staff)

01.	**Details of Applicant**

   I. Name……………………………………………………………………….......................

   II. Present Position and Grade ……………………………………………………………………

   III. Date of Birth and Age …………………………………………………

   IV. Employee Code and Date of Appointment ………………………………………………………..

02.	**Details of the Course/Training/Seminar**

   I. Title of the Course/Training/Seminar ………………………………………………………………

   II. Name of the Institution you wish to follow the course ……………………………………………

   III. Duration of the Course ………………………… IV. Course fee …………………………………..

   IV. Date of Commencement ……………………………………….

   V. Category of the Council approved guideline this program/course falls under   A / B / C / D / E / F / G

   V. Advantages gained by the University through this program ………………………………...…………

   ………………………………………………………………………………………………………..

   VI Full details of the Course …………………………………………………………(Attached the Details)

   Indicate whether the Course is Full time/Part-time/ Weekend etc. ……………………………...........

   VII. Will you agree to serve the University for a bonded period after your training if such is required? Yes/No

03.	**Give details of Training Program/ Course/Seminar/ Scholarship you participated during the current year:**

Month	Name and Details of Program/Course	Name of Institution	Type of Training	Position held	Cost	
					Self	**Institutional fund**

(The space of the table is not enough to please use another document as per the above format)

  ✓ I do hereby attest that the above particulars are true and accurate to the best of my knowledge.

  ✓ I also agree to make a presentation/demonstration on the knowledge gained through the program for my peer's subordinates if so requested by the Head of Department.

  ✓ I hereby agree to produce the proof of participation for the programme/course etc.

  ✓ In the event of failure to complete the Study/Training program programme or produce the proof for participation, I agree to repay / give my consent to deduct the total cost of the Study / Training program and the value of leave utilized from my salary and / or University Provident Fund (as specified in the UGC Circulars No.830.and 904)

Date: ……………………

…………………………………..
Signature of Applicant

---

[1] Courses of Study Conducted by Higher Educational Institutions recognized by the UGC provided for in UGC circular #904.

[2] For locally held programs that are of less than 5 days duration, maximum funding provided per year is Rs 30,000/=.

[3] All applications should be submitted to SDC before 20th of December of the year in which the payment is made. If receipt is not available by 20th December, forward an advance application without the receipt.

04. Recommendation/Certification

i.) Registrar

	Yes	No
• He/She is eligible to follow the above program.	Yes	No
• This program is useful to the University.	Yes	No
• Leave can be granted for this program, Duty Leave / Personal Leave	Yes	No
• Internal arrangements to cover the work during his/her absence is possible	Yes	No
• The program applied for is a requirement for his/her promotion	Yes	No
• The applicant should make a post-training presentation to relevant staff	Yes	No

Date ……………………………

………………………………….
Signature
Head/ ……………………………Division

ii.) AR/Establishment

Agreed / Not agreed to the above recommendation.

Date ………………………………

…………………………………
Signature
Registrar

iii) Director/Staff Development Centre

	Yes	No
• According to the Personal File, the particulars furnished by the applicant in the first page are correct.	Yes	No
• This programme/course is mandatory for his/her next promotion	Yes	No
• He/She is entitled to leave for the purpose - Duty leave/Personal leave	Yes	No
• He/She will have to be bonded.	Yes	No
• He/ She has completed 01 years of Service	Yes	No
• He/ She is confirmed in the Present Post	Yes	No

Date: …………………………

…………………………………….
Signature
AR/Establishments

iv)   Approval by Director/Staff Development Board

- The application is herewith approved subject to ratification by the PC/ST at its next meeting.
- The application is not approved.
- The application is recommended and to be forwarded for Vice-Chancellor for approval

Date: ……………………………..

…………………………………….
Signature
Director/Staff Development Centre

v.) Approval of the Vice-Chancellor

Approved/Not Approved

Date : ………………………….

……………………………………..
Signature
Vice-Chancellor

Staff Development Centre funding Policy

Category	Authority	Eligibility	Process of Applications	Details
A. Fees for Courses of Study Conducted by Higher Educational Institutions recognised by the UGC (local) Allocation Rs 1,200,000/- per annum.	UGC Circular 415 replaced by 830 of 9th September 2003.	Any employee. Amount Not specified. Marking scheme to be adopted based on the requirement of course for promotion, skill development. Priority should be given to courses of studies that are requirements for confirmation and immediate next promotion.	Employee to initiate application using SDC Form No 1. Bonded. As per UGC circular 904. Prior approval should be obtained from SDC/PC to be eligible for funding.	As per UGC Guidelines, Only 1 Administrative Officer plus 2 from other grades per year. But can increase keeping the same financial ratios between grades. Selection is based on marks obtained and funds/applications from specific categories of employees. Awards made up to Rs 300,000/= per quarter, applications to close end Jan, April, July and October. Unutilized balance if any to be made available in the subsequent quarter.
B. Short-Term Training programs/workshops (foreign) Allocation Rs 900,000/- per annum	SDC	Maximum of Rs 300,000/= per person. Only once during service.	Based on nominations made by Vice-chancellor. Bond duration should be according to the UGC Circular 904.	Eligible employee categories are University Officers, Senior Administrative Officers, Senior Financial Officers, Directors of Centers of the University (UGC approved) and heads of departments/divisions.
C. SDC Organized Courses (on-campus) Allocation Rs 1,000,000/- per annum	SDC	For specified grades for each course. The maximum number of programs for a job category should be 02 per year.	Nominations called by SDC through Heads of Departments /Divisions. Not bonded.	Regular courses are offered for IT, English/Communications Skills and possibly Management skills in the near future. These will also include any specific trade based courses to be conducted by the SDC.
D. Short –Term Training programs/workshops /conferences (local),Allocation Rs 2,000,000/- per annum	SDC	For programmes that are not in excess of Rs. 30,000/= per person. When requests for funding exceed the available funds some restrictions should be placed on the number of employees being trained in a given area.	Employee to initiate application using SDC Form No 2. Bonded. Bond duration should be according to the UGC Circular 904.	These applications should be recommended by the Head of Department/Division for relevance and application.
E. Guest Lectures/Seminars (on-campus) Allocation Rs 300,000/- per annum	SDC	For all employees, but some seminars may be for specified categories of employees.	By open invitation circulated by SDC and/or call for pre-registration by SDC. Not bonded.	For awareness in areas pertaining to work ethics, motivational aspects, general skills development and social interaction in the workplace.
F. Fees for courses of study / foreign training conducted by local/foreign higher educational institutions/recognized institutions. Allocation to Rs. 500,000/=.	SDC	Any employee.	Process of application based on nominations made by Vice-Chancellor on the recommendation of the Dean/Registrar.	Selection is to be based on benefits to the Institutions Awards made up to Rs. 250,000/= per year per person.
G. Research sessions –(Local)	SDC	Academic and other Senior staff Members accommodated by Chairman, Faculty Research Units or Dean/Faculty of graduate studies (FGS).	Accepted and registered and participation certified by the Chairman, Research Units of the respective Faculties or Dean/FGS.	To facilitate Academic and other Senior Staff members to expand and improve the knowledge base. Reimbursement of registration fees up to Rs. 5,000/- per person.

Approved by the Council at the 448th meeting held on 09/05/2018.