

AMENDED FINANCIAL IMPLICATIONS OF TRAINING OF NON-TEACHING STAFF OF THE INSTITUTE

The committee met on 27.5.2021 to revise the guidelines for financial implications for training of Non-Teaching staff. After going through the existing guidelines and the difficulty faced by the institute in sponsoring the candidate for training due to the approved limits of financial aspects, the committee recommends that the financial implications may be amended as under:

Financial Implications:

- The total cost of training of Administrative and Technical non-teaching staff will be limited to Rs.10.00 Lakhs per year or the funds allocated by Director for this purpose, whichever is less.
- Duration of training of any Administrative and Technical non-teaching staff should be limited to 15 days [Two Weeks] per year.
- Training fee for training program may be limited to:
 - (i) For residential programmes: Rs. 50,000/- for two-week program and Rs 35000/- for one week programme per sponsored employee.
 - (ii) For Non-residential programmes: Rs. 30,000/- for two-week program and Rs 25000/- for one week programme per sponsored employee.
 - (iii) GST or any other taxes and levies will be paid in addition to the charges given above.
 - (iv) However, depending on the importance and requirement of the institute to train manpower in a particular area, competent authority may allow payment of training charges beyond these limits given in (i) and (ii) above.
- Training fee, if applicable, should be paid by the Institute and TA/DA to be regulated as per TA/DA rules. In case official or private accommodation is not available at the applicable rates as per TA/DA rules Director may allow accommodation at higher rate for the training purposes.
- Staff will be allowed to attend the training anywhere in India. However, the quality and desirability of the training and programs will be approved by a committee [constituted by the Director] of the following members:
 1. Senior Professor as Chairman [To be nominated by the Director]
 2. Concerned Head of Department [In case of administrative staff from establishment/ Board/Central Store/ Accounts Sections etc. one Professor or Associate Professor will be nominated by Director]
 3. Faculty Incharge Administration
 4. Accounts Officer
- The competent authority may or may not accept the recommendations of the committee.

Dr 713
27/5/2021

- If any disciplinary proceedings are in process or likely to be initiated against any employee, s/he will not be sponsored to attend any training program till the inquiry is over.
- ✓ If any disciplinary action has been recommended or already taken against any employee, s/he will not be sponsored to attend any training program for five years from the date of conveying the disciplinary proceedings action to the concerned employee.
- Training on general office and purchase procedures may be arranged at the Institute itself by institute resources or by inviting outside experts.
- ~~Each staff member will be allowed to attend training once in three years. However, HoD may recommend additional training for a staff member(s) giving the justification subject to final approval of the Director.~~
- Not more than three staff members will be sponsored for an out station training programme at a time. However, institute may sponsor more than three employees for an outside programme requiring a group of persons to be trained in a particular programme.
- If an employee leaves the training in between, the expenditure incurred will be recovered from the concerned employee. However, in cases beyond the control of the individual, Director may exempt the individual employee from recovery.
- If required, the above committee will prioritize the sponsorship for training.

Dr 1082
15/6/2021

Agreed to the changes through email (Email text attached)			
(Prof. B S Pabla) Chairman	(Prof. A B Gupta) Member	(Prof Hemant Sood) Member	(Prof. SS Dhami) Member
Agreed to the changes through email (Email text attached)			
(Prof. SS Gill) Member	(Prof Pankaj Sharma) Member	(Prof Niraj Bala) Member	(Er PK Singla) FIA, Member

Director may kindly approve the minutes of the meeting, bl

Dr
27/5/2021

Director pl. get it signed by all members as I have to take up the matter as FIA/Beh

FIA

Submitted for approval, bl.

Dr

Dr. Anbaraj

TRAINING OF NON-TEACHING STAFF OF THE INSTITUTE

I. Technical Staff

Need:

The non-teaching technical staff of the Institute is performing the following duties in the Institute:

- Operation of the laboratory equipment in the department
- Routine maintenance of the laboratory equipment.
- Assist HoD in purchase activities
- Assist faculty in conduct of laboratory classes
- Assist faculty and students in conduct of experiments
- Procurement of consumables
- Maintenance of records, including stock register
- Custodian of laboratory equipment etc.

In order to enable the technical non-teaching staff to perform their duties efficiently and to prepare them to take up higher level responsibilities for smooth functioning of the department laboratories, there is a need to train them in both technical and supervisory management skills. Some of the broad aspects identified for training are as under:

- Training on the existing equipment in the department
- Training on the new equipment procured/planned to be procured in the department
- Basic maintenance of laboratory equipment
- Quality inspection and safety aspects
- Record maintenance and purchase process
- Basic computer operating skills i.e. MS Word, MS Excel, Power Point etc.
- Basic management skills including soft skills.
- Any other relevant area requiring higher level skills.

Keeping in view the above requirements it is suggested that following broad guidelines may be followed for the training of technical non-teaching staff:

A. Training Planned at Institute/Department level:

- Head of the concerned department may identify the areas where technical non-teaching staff needs to be trained keeping in view the current and future requirements for planned development of the department.
- All staff members should be trained on basic computer operating skills.

B. Technical non-teaching staff may be allowed/ sent for training in the following broad areas:

- Training on new technology/processes
- Training on department specific software can be organized at the Institute, to save expenditure training can be got done through online mode.
- Training on supervisory and management development skills
- Training on operation and maintenance of equipment [Existing or proposed to be purchased]

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07.1.2021



- Industrial training relevant to the department
- Technical non-teaching staff may be allowed to attend training programs of relevance, announced by different Institutions/R&D organizations and Industries from time to time.

II. Administrative/Non- technical Staff

Need :

The administrative staff of the Institute is performing the following duties in the Institute:

- Handling of the day to day correspondence in the Institute/department
- Dealing with the HR/ service matters of the employees
- Assisting in recruitment and promotions
- Handling the central store including inventory management
- Maintenance of institute records
- Maintenance of students records
- Coordinate with faculty for various activities/ committees constituted from time to time.
- Assist faculty in conduct of training programs/workshop/conferences/seminars
- Procurement of consumables and non-consumables and maintenance of records
- Software based work
- TA/DA/Accounting/ Budgeting and Book keeping etc.
- Bank and other correspondence such as with DTEs/Polytechnics/Industries and other organisations.
- Administrative services for estate maintenance and hostel & guest house facilities.

In order to enable the administrative staff to perform their duties and to prepare them for promotion to take up higher level responsibilities for smooth functioning of the institute there is a need for continuous training. Some of the broad aspects identified are as under:

- CCS rules
- GFR
- TA/DA rules for employees and participants of the programs
- Record Maintenance (storage, upkeep & retrieval)
- Store management and inventory control
- Computer skills i.e. MS Word, MS Excel, Power point etc.
- Use of ERP software
- Personality Development
- Office Communication and soft skills
- Any other area required to perform higher level duties etc.

In view of above, administrative staff may be allowed/ sent for training to the following purposes/ organizations:

- Training on CCS & GFR rules
- Training on ERP/ specific software for administrative and account purposes.

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07.1.2021

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- Training on supervisory basic management skills
- Basic training on computer hardware, peripherals and operation.
- Stores management
- Basic drafting and office note preparation
- Right to Information (RTI)
- HR functions such as Recruitment and promotion of faculty and staff, Leave Rules etc.
- Administrative staff may be allowed to attend training programs of relevance announced by different Institutions/R&D organizations/Government organisations.

III. Guidelines for sponsorship for all staff members:

Keeping in view the above requirements it is suggested that following broad guidelines may be followed for the training of non-teaching staff:

A. Training Planned at Institute/Department level:

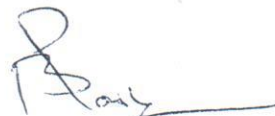
- A.1 Head of the concerned department may identify the areas where non-teaching staff need to be trained keeping in view the current and future requirements
- A.2 All staff members to be trained on basic computer operating skills.
- A.3 All staff members to be trained in maintaining the records as per requirement of ISO-9000, waste reduction and workplace maintenance
- A.4 Group training should be encouraged to the extent possible. Expenditure for group training may be negotiated by the staff training committee.

B. Financial Implications:

- The total cost of training of Administrative and Technical non-teaching staff will be limited to Rs.10.00 Lakhs per year or the funds allocated by Director for this purpose, whichever is less.
- Duration of training should be limited to 15 days [Two Weeks] per year.
- Total expenditure on two-week program should be limited to Rs. 30,000/- and for one-week program to Rs 20000/- per sponsored employee.
- ✓ Training fee, if applicable, should be paid by the Institute and TA/DA to be regulated as per TA/DA rules. In case official or private accommodation is not available at the applicable rates as per TA/DA rule Director may allow accommodation at higher rate for the training purposes.
- Staff will be allowed to attend the training anywhere in India. However, the quality and desirability of the training and programs will be approved by a committee [constituted by the Director] of the following members:

1. Senior Professor as Chairman [To be nominated by the Director]
2. Concerned Head of Department [In case of administrative staff from establishment/ Board/Central Store/ Accounts Sections etc. one Professor or Associate Professor will be nominated by Director]
3. Faculty Incharge Administration
4. Accounts Officer

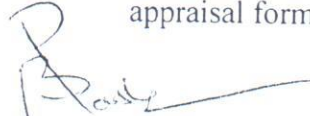
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7.1.2021





- ✓ The competent authority may or may not accept the recommendations of the committee.
- ✓ If any disciplinary proceedings are in process or likely to be initiated against any employee, s/he will not be sponsored to attend any training program till the inquiry is over.
- If any disciplinary action has been recommended or already taken against any employee, s/he will not be sponsored to attend any training program for five years from the date of conveying the disciplinary proceedings action to the concerned employee.
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- Each staff member will be allowed to attend training once in three years. However, HoD may recommend additional training for a staff member(s) giving the justification, subject to final approval of the Director.
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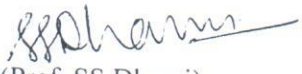
IV Training Outcome:


- Before being sponsored for the training, the concerned staff member shall have to identify objectives of training in consultation with the concerned HoD/Section Incharge.
- On completion of training, the staff member who has undergone training shall submit a report to the concerned HoD/Section Officer with copy to the Establishment Section
- Industry/Organization where the staff member has undergone training will also fill performance appraisal form for the employee who has undergone training and send the same to concerned HoD/Section Incharge. A copy of the performance appraisal form is attached at ANNEXURE-I.



 (Prof. B S Pabla)
 Chairman



 (Prof. A B Gupta)
 Member



 (Prof. Hemant Sood)
 Member


 (Prof. SS Dhami)
 Member


 (Prof. SS Gill)
 Member


 (Prof. Pankaj Sharma)
 Member


 (Prof. Niraj Bala)
 Member


 (Er. PK Singla)
 Member

Re-submitted Please

Director may kindly approve the recommendations of the Committee for training of Non-teaching

ANNEXURE-I

PROFORMA FOR APPRAISAL OF TRAINING OF NON TEACHING STAFF
BY TRAINING PROVIDER

Name and Address of the Industry/Organization	Name		
	Address		
	Contact No:		
	Email of contact person		
Name of staff member who has undergone training			
Dates and Duration			From: To: No. of Days :
Specific area of work (Project/Problem/ Study) :			
Regularity		Excellent/Very Good/ Good/Average	
Interaction with industry Professionals		Excellent/Very Good/ Good/Average	
Keeness to learn		Excellent/Very Good/ Good/Average	
Contribution to Industry/organization, if any			
Scope for future Collaboration:			
Overall Performance			Satisfactory/ Unsatisfactory
Remarks, if any:			
Name and Contact details of the appraising persons	Name:		
	Designation:		
	Mobile:		