

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAM PURA, DELHI.**

No.F.101/SDP/2009-10/SD/07/Pt.File-I/ 45

Dated: 19/1/17

OFFICE ORDER

Department of Training and Technical Education (DTTE) provides fair opportunity to all faculties / staff for attending Short Term Courses (STC). The faculties are sponsored for upgrading their knowledge for better teaching, student counseling, innovation and performance enhancement and also for the benefit of grant of CAS to the faculties. To give fair opportunity to the entire faculty for participation in STC, a policy is formulated for sponsoring the faculty and other academic staff working in Technical Institutions (Diploma level) under the control of DTTE to attend the short term courses (STC).

The provisions of the policy are as under:-

1. The Principals should take care of relevancy of the course for the faculty and eligibility requirement condition of STC, while forwarding/sponsoring the names of eligible faculty of their institute.
2. Department In-charge/HOD may refer the course content of STC to check the relevancy of STC before forwarding the application of the faculty of their department. Department should also ensure alternative arrangement of teaching during STC period before forwarding the same and these fact should also be examined and indicated in the application.
3. Each faculty is allowed to attend two STCs in a year for one/two weeks.
4. Faculty is allowed to attend only one training during academic session so that the teaching in the institute should not suffer and remaining training in a year may be recommended during vacations.
5. During semester, names should be forwarded/sponsored for one week training programme and for two weeks training programme faculty be allowed to attend the STC during vacations. If any faculty wants to attend both the trainings during vacations, then it is appreciated.
6. Preference may be given to such faculty members who are eligible for grant of benefit of Career Advancement Scheme (CAS) as per AICTE recommendations and who have not undergone the required training as per AICTE/DTTE norms. However, in special circumstances, DTTE (HQ) may sponsor faculty for STC in the academic interest of the Institutes.
7. The faculty applying for STC must provide details of total STCs attended so far, mentioning name of the course, duration, period and engaging agency. Staff development officer (SDO) shall maintain the updated record of STC attended by faculty of their institute. The details of training attended by each faculty should be readily available with the SDO of the institute and same should be uploaded on Institute website also. The record of STC attended by faculty should be updated by SDO from time to time. Concerned faculty should also make effort for updation of their information on institute website including information about STC.



8. Complete application for STC duly forwarded from Institute must reach DTTE (HQ) one month before the commencement of the course so that approval from Competent Authority may be communicated to training agency/institute & faculty concerned. Faculty should ensure the confirmation of the course from NITTTR/Training agency before proceeding for STC.
9. Principal of the institute must ensure alternative arrangements of teaching during STC Period to avoid any loss of study of the students.
10. In present scenario, there is no local STC/in-house STC in Delhi, However NITTTR may organise STC in association with industry/Institutes of academic excellence for providing upgraded knowledge on upcoming technology.
11. All applicants are requested to apply for Short Term Course, in the prescribed Proforma enclosed with this Policy. The faculty may attach extra sheets (if required) for listing the STC attended by them.
12. Sponsoring Institute must ensure that knowledge acquired in STC/Conference/workshop etc. is being utilized in the Institute's development/teaching learning activities and further institute may evolve their own methodology to ensure the same. Further, Institute may explore the possibility of expert lecture/presentations by such faculty/staff in SCA/vacant period in the time table of the institute.
13. Necessary entries regarding STC's done should be made in the service records of the faculty / officials concerned.

Principal concerned / SDO should ensure the compliance of the above provision and also that no faculty should proceed on STC before obtaining approval of the Competent Authority.

The above provisions are made effective from the date of issue of this order.

This issues with the prior approval of competent authority.


18/1/17
(Raj Kumar)
Spl. Director, DTTE

No.F.101/SDP/2009-10/SD/07/Pt.File-I/45

Dated: 19/1/17

Copy to

01) PS to Secretary/Director (TTE).

02) Principals, All Govt. Institutes of Technology/Polytechnics with the direction to forward the nominations for STC strictly in compliance of the above policy.

03) Assistant programmer, Computer Cell, DTTE (HQ) to upload the order on the department website.

04) Guard File.


18/1/17
(Raj Kumar)
Spl. Director, DTTE

PROFORMA FOR SHORT TERM COURSE

Name of the Faculty:

Designation:

Short Term Course(s) Attended so far: _____

Sl. No.	Title of Short Term Course	From	To	No. of Weeks	Organizing Institute & Remarks

Note : Please attach extra sheets (if required) to list down all the STC attended by faculty so far.

Details of Short Term Course(s) for next promotion:

Date of Joining:

Date of last Promotion:

No. of courses required for next promotion/CAS as per AICTE Recommendations:

No. of courses attended for next promotion/CAS as per AICTE Recommendations:

Deficiency (in no. of weeks of STC required):

Due date of Next promotion:

No. of STC attended in current year (From Jan. To Dec.):

Details of Short Term Course(s) Applied for:

Sl. No.	Title of Short Term Course	Schedule	Organizing Institute/ Deptt.	Financial Implementation if any	Arrangement of classes / Justification if any

Note: Please apply for one course at a time.

Declaration by faculty: All the information furnished above is true to the best of my knowledge.

Signature of Applicant

The course is relevant and required for career growth of the faculty. Alternative arrangement of teaching has been ensured during the STC period. The updated record of all the STC attended by faculty is being maintained at institute by Staff Development Officer (SDO).

Staff Development Officer (SDO)

HOD/Branch In-charge of Institute

Appd. R.V.

Recommended / Not Recommended:

Principal of the Institute

