



Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi-78

NOTIFICATION

F.:1(1)(31)/2001/Estt./P-I/ 4133

Dated: 26 Aug., 2016

In pursuance of the approval of the Competent Authority, GGSIP University, following Guidelines for attending short-term courses/ training courses by faculty members of GGSIP University are hereby notified:-

The following **three categories** of short term courses/training programmes have been identified:

1. *Training programmes that are mandatory for career advancement of Faculty i.e. Refresher Courses, Orientation Courses and Equivalent Training Programmes.*
2. *Training programmes for professional development of the Faculty.*
3. *Training programmes to provide opportunity to participate/associate to take up research in innovative areas of respective fields through collaborative programme in India and Abroad.*

1. Rules for the category 1:

- a) As far as possible refresher/ orientation programme should be done during summer / winter break specified in the University Academic Calendar.
- b) If the course is to be conducted during semester, alternate arrangements for classes should be made in consultation with the Dean.
- c) Faculty should apply at least one month in advance of the commencement of programme.
- d) As far as possible training programme selected by the faculty should be need based, linked to the relevant career advancement level.
- e) If the faculty has already used existing 30 days of duty leave for that year, additional duty leave up to 30 days may be given for the mandatory training programme.
- f) During an academic year, permission for attending Refresher/ Orientation programme during the semester shall be given only once.
- g) No financial support can be claimed from the University for this purpose.
- h) In special circumstances where there is proper justification, more than one training programme may be allowed in one academic year by the Vice Chancellor.

2. Rules for the category 2:

- a) In addition to training programme covered in category 1, any other short term courses/ training programme/ workshop or equivalent in the relevant field of faculty can be allowed once in an academic year.
- b) Faculty should give proper justification as to how it is important for the professional development of the faculty and what value addition will University get out of it.
- c) Faculty should apply at least two month in advance, of the commencement of programme.
- d) If the schedule of the classes is affected by the training programme, alternate arrangements for classes should be made in consultation with the Dean.
- e) Leave period will be adjusted in the stipulated 30 days duty leave only
- f) University will provide financial support *in lieu* of and similar to the international conference if held abroad and national conference if held in India.


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3. Rules for the category 3:

In addition to the provisions under rules for Category 1 and 2 pre-page, the faculty members should be encouraged to take up the collaborative research programmes both in the India and abroad, financed by the outside funding agencies. They should be allowed to take up these collaborative research programmes and may be considered on duty to be deputed with prior approval of the Competent Authority of GGSIP University.

- a) The collaborative research programme(s) should be taken up with the prior approval of the Competent Authority.
- b) Faculty should ensure that the financial implication for journey/ stay including incidental expenses should be sponsored by the outside funding agency other than the University. University will not have any financial liabilities.
- c) Visit both in India & abroad for collaborative research project activities may be allowed independently to the faculty member in addition to the provisions of rule (1) & (2) and they may be considered on duty with prior approval of the CA of the GGSIPU.
- d) The research should be in the innovative areas of science & technology/ humanities/ in the respective discipline, etc.

This issues with the approval of the Competent Authority.


(Sushil Kumar)
Joint Registrar (Pers.)

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Dated: 26th Aug., 2016

Copy forwarded to the following for information and necessary action.

1. All Deans, GGSIP University with the request to kindly circulate the above notification among the faculty members of the concerned school.
2. Controller of Finance, GGSIP University.
3. AR to the Vice-Chancellor, GGSIP University.
4. Section Officer to the Pro-Vice Chancellor, GGSIP University.
5. AR to the Registrar, GGSIP University.
6. Head, UITS Cell for uploading on the University website.
7. Guard File.


(Pushpendra Kumar)
Asstt. Registrar (P-I)