

STANDARD OPERATING PROCEDURE FOR SKILL UPGRADATION OF NON-TEACHING TECHNICAL STAFF OF ARMY INSTITUTE OF TECHNOLOGY, PUNE

INTRODUCTION

1. The purpose of the Non-Teaching Technical Skill upgradation policy is to encourage and support the to actively pursue technical skill development for performing their role in the institute and prepare them for change in technology and curriculum. Skill upgradation is necessary for the benefit of institution as well as their personal growth.

SCOPE

2. This policy applies to all non-teaching Technical Staff of the college. Staff with adhoc/short-term appointment may attend training at their HOD's discretion.

MINIMUM NUMBER OF COURSES TO BE COMPLETED

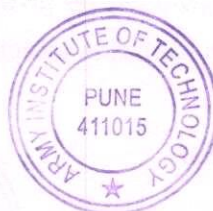
3. It is recommended that each Technical Staff member should complete at least one long-term professional certificate training programme within a two-year period. If the duration of the training program/course is less than or equal to one week, it is referred to as short-term. The training programme/ course is long-term if it is more than one week duration.

ELIGIBILITY FOR SPONSORSHIP

4. Minimum eligibility conditions for sponsorship from college are as follows :-
- (a) The Technical Staff with regular appointment.
 - (b) The adhoc Technical Staff , who has completed one year of working in AIT

SHARE OF EXPENDITURE

5. Share of expenditure between individual and AIT are on following bases :-
- (a) Eligible Technical Staff members can apply for sponsorship.
 - (b) Each Technical Staff will get the sponsorship once in every two years or as determined by the institute or department's requirements.
 - (c) The college will contribute 75% of the fee or Rs. 25,000 (whichever is less) for the certification training programme, and the individual will pay the remaining 25% of the fee.
 - (d) If the staff is unable to present a certificate for the sponsored training programme, the sponsorship amount will be deducted from the employee's salary, either in full or in installments.



TENURE OF TRAINING PROGRAMME/ COURSE

6. Tenure and Nature of Training Program / Course is as follows :-
- The nature of training programme may be online/offline, full time or weekend programme.
 - Directly or indirectly, the training program/course should be valuable to institute.
 - If course/training programme is offline, preferably the staff should opt for it during the weekends or student's vacation time. For fulltime courses the individual should follow the procedure for application & approval.
 - Maximum tenure of course shall be 4 weeks. If the training programme/course is more than 4 weeks, the staff will be allowed after approval of Principal/Director of the Institute.

TYPES OF COURSES/TRAINING

7. Types of Courses/ Training recommended under the scheme :-
- Skill-upgradation courses those are essential to keep up with Curricular and Technological Developments.
 - Professional Certification courses that certify an employee in a certain specialty.
 - Courses/ Training Programmes specific to the engineering streams in the Institute.

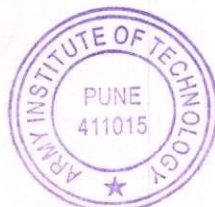
PROCEDURE FOR APPLICATION AND APPROVAL

8. Department and eligible Technical Staff should follow the procedure as mentioned below to avail sponsorship under this scheme :-
- Annual upgradation plan will be presented by each department by the end of July.
 - Individuals who want to enroll in a Course/ Training Programme will fill an application containing all the course information.
 - The application will be recommended & approved by HOD, Principal & Jt Director.
 - The Final Approval will be given by the Director.
 - The application format is attached in Appendix 'A'

File No. : AIT/00351/SOP/PRIN

Army Institute of Technology
Dighi Hills, Pune 411015

Date : 30 Aug 2021



(Handwritten Signature)
(Abhay A Bhat)
Brig
Director

Appendix 'A'
SOP for skill upgradation of
Non-Teaching Technical Staff

APPLICATION FORM

1. Name of the Staff: _____
2. Designation of the Staff: _____
3. Department: _____
4. Joining Date & Employee ID: _____
5. Appointment type: Regular (Yes/No)/ Ad-hoc (Yes/No) from _____ To _____
6. Course Details (Name of course, Type, Duration, commencement date):

7. Last Sponsorship availed details if any:

8. Working load adjustment:

Signature of applicant & Date

Recommendations of Head of the Department

Recommended / Not Recommended

Remarks if any _____

(Signature of HOD)

Principal

Jt Director

Director



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