Office Order No. 60

Dated: 1-9-2020

As per the AICTE Gazette Notification March 1, 2019, for the promotion of the faculty at various levels/positions, Industrial Training has been made mandatory. Keeping in view of the above requirement, Institute constituted a Committee under the Chairmanship of Dr. BS Pabla, Professor, Mechanical Engineering Department to frame norms for industrial training of faculty of the institute.

The committee was of the opinion that all faculty members of the Institute may be allowed to undergo industrial training as it will provide exposure to industrial working and practices, in addition to meeting the requirements for promotion as per AICTE Gazette Notification dated 1st March 2019.

The norms for operationalizing the Industrial Training for faculty, as required by AICTE, has been approved by BOGs in its 50th meeting held on 10.7.2002 vide item No. 50.5.2 as under:-

1. Institute faculty may be allowed to undergo industrial training once a year at National and International organizations.

2. Ordinarily the duration of the training will be two weeks in continuation, however, in special circumstances, this may be split into two parts each of one-week duration. The industrial training of more than two weeks will also be allowed.

3. The expenditure on Industrial training will be met from Professional Development Allowance (PDA) of the individual faculty member.

4. Institute may prioritize sponsorship for industrial training depending on the availability of funds.

5. The permission for industrial training will be routed through concerned Head of Department and Faculty Development Committee.

6. Industrial training will be allowed in the area(s) relevant to the department/institute activities.

7. Industrial training will be allowed in Public Sector Organizations, Public Limited Companies and state government bodies including Boards and Corporations, In addition, Director on the recommendations of Faculty Development Committee may allow industrial training in any other organization.

8. It will be preferred that faculty goes for industrial training out of Tricity to get wider exposure at National/International level.

9. Dean Industrial Coordination Consultancy & Extension Services will make efforts to contact the Industrial Associations for facilitating the training of the institute faculty members.

10. Dean Industrial Coordination, Consultancy & Extension Services will also maintain complete database of the training programs attended by the faculty members including the industries where training has been undertaken.

11. Reputed NGOs having presence at National level will also be recognized for training of faculty.

12. After the industrial training, faculty members will be required to:
    - Submit training completion certificate from industry
    - Submit training report
    - Give a seminar on the outcome of training program at institute level.

13. Training report submitted by the faculty members will be uploaded on the intranet in the institute.

14. To facilitate interaction with industry/other institutes. MOUs signed by the Institute with various organizations along with the contact details of the person in that organization will be uploaded on the Intranet of the Institute.

15. The training period will be called "Industrial Attachment" so that the faculty may actually involve in the industry activities during this period.

However, to avail the PDA fund, the faculty members have to meet the criteria already approved.

The orders are applicable with immediate effect.

(PK Singla)
Faculty Incharge (Administration

Copy to:-

1. All HODs for their information and necessary action
2. PA to Director for kind information of the Director
3. Faculty Incharge Administration for information
4. All Section Incharge for their information and necessary action
5. Accounts Officer for information and necessary action
6. Dr.Maitreyee Dutta, Prof & Head CSE to upload the office order on the institute website.
7. Office Order File.