



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
(शिक्षा मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)
लौंगोवाल, जिला संगरूर, पंजाब – 148106
Sant Longowal Institute of Engineering & Technology
(Deemed-to-be-University under Ministry of Education, Government of India)
Longowal, District Sangur, Punjab-148106

संदर्भ सं/ Ref. No. SLIET/Admn./AI/4402-05

दिनांक /Date: 13/10/22

OFFICE ORDER

Subject : Norms for Industrial Training for Faculty

In compliance with the decision taken by the Board of Management (BoM) of the Institute in its 44th meeting held on 17.08.2022 vide Agenda Item No. 44.20, the proposed norms of Industrial Training for faculty were considered and approved by the BoM. A copy of the approved norms of "Industrial Training for faculty" is enclosed for kind information and necessary action.

Encl. Approved norms for Industrial Training


Registrar

Copy to :-

- 01 Director for kind information.
- 02 All Deans and HoDs- with the request to circulate among the Faculty members.
- 03 Faculty In-charge (ACSS) – with the request to upload on the Institute website.
- 04 File Copy

"Proud to be Part of Team SLIET"

**SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY, LONGOWAL,
DISTRICT SANGRUR (PUNJAB)**

NORMS FOR OPERATIONAZATION OF INDUSTRIAL TRAINING FOR FACULTY

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 Cumulative Professional Development Allowance (CPDA) of the individual faculty member. However, to avail the CPDA fund, the faculty members have to meet the criteria already approved. The following norms will be applicable with regard to TA/DA:- <ol style="list-style-type: none"> i. No training fee shall be paid. The paid training is not allowed. ii. TA is to be paid for to and fro journey, once only. iii. DA(including boarding & lodging charges) is to be paid to the faculty members for industrial training as per CPDA rules, within the financial limit of CPDA for the training period as stipulated by the AICTE (i.e. two weeks only). iv. The expenditure on industrial training shall be payable from Head-A of the CPDA guidelines, subject to availability of funds in the CPDA account of the faculty member concerned.
	The permission for industrial training will be routed through concerned Head of the Department and Dean(R&C).
5	Industrial training will be allowed in the area(s) relevant to the department/institute activities.
6	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 Dean(R&C) may allow industrial training in any other organization.
7	It will be preferred that faculty goes for industrial training at National/International level.
8	Dean(R&C) along with Head (Training & Placement) will make efforts to contact the Industrial Associations for facilitating the training of the Institute faculty members.
9	After the industrial training, faculty members will be required to : <ul style="list-style-type: none"> • Submit training completion certificate from industry • Submit training report • Submit a "Performance Appraisal" form to be filled up by the industry in which the faculty members will undergo industrial training. • Give a seminar on the outcome of training program at institute level.
10	The Administration Section will maintain complete database of the training programs attended by the faculty members including the industries where training has been undertaken.

Approved in 44th BoM Meeting (Item No. 44.20)

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11	Training completion certificate and performance appraisal form submitted by the faculty members will be kept in Administration Section for keeping in personal file.
12	Reputed NGOs having presence at National level will also be recognized for training of Humanities faculty only. To be decided by the Director on the recommendations of the Dean(R&C).
13	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 Internet of the Institute.
14	The training period will be called "Industrial Attachment" so that the faculty may actually involve in the industry activities during this period.

Approved in 44th BoM Meeting (Item No. 44.20)

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PROFORMA FOR FACULTY TRAINING APPRAISAL BY INDUSTRY

1.	Name and address of the Industry/Organization	
2.	Contact No. & E-mail Id of Industry/Organization	
3.	Name of the faculty member who has undergone training	
4.	Dates and Duration of Training	From..... To..... No. of Days.....
5.	Specific area of work (Project/Problem/ Study)	
6.	Performance	
i.	Problem Solving Skills	Excellent/Very Good/Good/Average
ii.	Regularity	Excellent/Very Good/Good/Average
iii.	Interaction with industry Professionals	Excellent/Very Good/Good/Average
iv.	Keeness to learn	Excellent/Very Good/Good/Average
7.	Contribution to Industry	
8.	Scope for future Collaboration	
9.	Overall Performance	Satisfactory/Unsatisfactory
10.	Remarks, if any	
11.	Name and Contact details of the appraising persons	Name:..... Designation:..... Mobile No.:.....

Approved in 44th BoM Meeting (Item No. 44.20)