



SAHRDAYA

COLLEGE OF ENGINEERING & TECHNOLOGY

Kodakara, P.B.No.17, Thrissur (Dt), Kerala State, India - 680684

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STAFF TRAINING POLICY

- Faculty members are encouraged to attend short term training programs, technical seminars, workshops, conferences, etc. without affecting the regular classes in the college.
- An induction program will be conducted for all newly joined staff which is mandatory to attend.
- Normally faculty members will be deputed for attending Training/ seminars in their area of specialization, only two per year, during the period of Semester break from a reputed institution
- The participation certificate and course report should be submitted to the TPO immediately after the course for sanctioning the duty leave. The course notes, text books if any, received at the course should be handed over to the Department Library.
- They are not eligible for any TA/DA or registration fee for attending such programs.
- Duty leave shall be given during the course period and travel on submission of the Course report.
- Faculty members are encouraged to undergo industrial training during semester break periods for which duty leave shall be given. (Max 6 days per year).
- The faculty attending short term courses/FDP/Workshop/Industrial training etc. should arrange a sharing session with the Co – Faculty in the department.
- Faculty members are also encouraged to present papers in international/national/ and state level conferences, publish papers in SCI/Scopus indexed journal and engage in outreach activities such as delivering lectures in other institutions on special topics, for which duty leave may be given without affecting the normal functioning of the college. Attendance certificate and report of the program should be submitted for duty leave. They are not eligible for registration fee or TA/DA for such activities.
- Internal Faculty Development Programs may be conducted during the semester breaks or holidays.



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Affiliated to the APJ Abdul Kalam Technological University; UGC 2f Status; NAAC Accredited;
NBA Accredited programs (BME, BT, CSE, CE) Accredited by Institution of Engineers (India);
ISO 9001:2015 Certified.