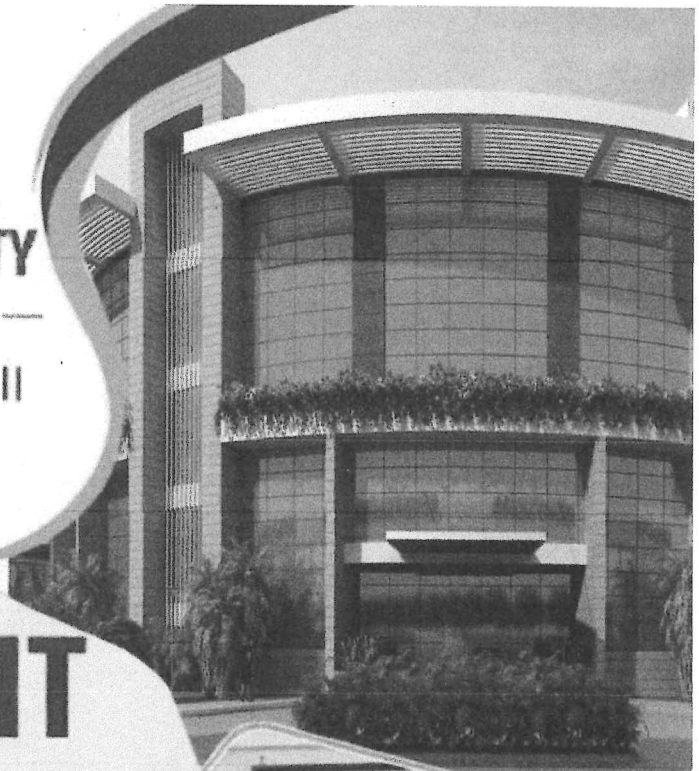
SHRI VISHWAKARMA SKILL UNIVERSITY

PALWAL, HARYANA

SVSU

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# FACULTY DEVELOPMENT AND TRAINING POLICY




RE-SKILLING

UP-SKILLING

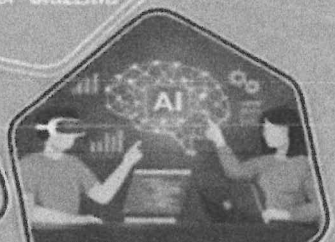
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# SHRI VISHWAKARMA SKILL UNIVERSITY

# (SVSU), HARYANA

**(India's First Government Skill University, Estd. 2016)**

# FACULTY DEVELOPMENT & TRAINING POLICY

# (FDTP)

| | | |
|---|---|---|
| **Policy Reference No.** | : | **SVSU/FDTP/2026** |
| **Effective Date** | : | **July 01, 2026** |
| **Approved By** | : | **Executive Council in 44th Meeting Dated 22.06.2026** |
| **Review Cycle** | : | **Triennial (Once every Three Years)** |


**DEPARTMENT OF PEDAGOGY & CAPACITY BUILDING**

**SHRI VISHWAKARMA SKILL UNIVERSITY**

**DUDHOLA, PALWAL, HARYANA (121102)**

# Message from the Desk of Vice Chancellor

Shri Vishwakarma Skill University (SVSU) was founded with a pioneering vision: to redefine higher education by placing skill development, innovation, and industry integration at its core. As India's first government skill university, we bear the vital responsibility of shaping a highly competent, self-reliant, and future-ready workforce. To achieve a goal of this magnitude, our greatest asset and catalyst for change is our faculty.

*"Investing in Faculty Development is Investing in Institutional Excellence."*

This is my firm belief and a fundamental principle for building a truly great academic institution. The quality of an institution is ultimately shaped by the quality, competence, and commitment of its faculty. When educators are empowered through continuous learning, upskilling, industry exposure, innovation, and professional development, they become catalysts for student success and institutional growth.

The release of the revised Faculty Development & Training Programme (FDTP) policy underscores university's unwavering institutional commitment to the continuous growth and transformation of faculty members. This policy is not merely a structural guideline; it is a strategic investment in our human capital. By aligning faculty training with modern pedagogical tools, outcome-based curricula, digital technologies, and deep industry immersions, we ensure that the education delivered at SVSU remains world-class and deeply relevant.

I urge all faculty members to embrace the avenues provided within this policy to upgrade their expertise, engage in impactful research, and collaborate closely with industrial partners. Your professional evolution is the foundation upon which the future of our students and the success of this university rests.

I compliment Dr. Sanjay Singh Rathore, Associate Dean, Department of Pedagogy and Capacity and his team for their diligent work in refining this policy, and I wish our faculty members a highly enriching and productive journey ahead.

**Prof. (Dr.) Dinesh Kumar**

Vice Chancellor

Shri Vishwakarma Skill University

Dudhola, Palwal, Haryana

# Message from the Desk of Registrar

An institution's strength lies in its human capital. At Shri Vishwakarma Skill University (SVSU), India's first government skill university, our faculty members are the pillars driving our mission of excellence in skill development and entrepreneurship. Recognizing this, the university is deeply committed to providing robust institutional support for the professional growth of our teaching fraternity.

The release of the policy document Faculty Development and Training Policy (FDTP) marks a significant step toward creating a structured, transparent, and highly supportive ecosystem for our educators. The revised policy streamlines the administrative processes for faculty training, simplifies provisions for attending high-impact national and international workshops, and establishes clear pathways for industrial attachments.

We believe that professional development should be an ongoing journey rather than a one-time activity. At Shri Vishwakarma Skill University (SVSU), the administrative machinery is fully committed to ensuring the seamless implementation of the Faculty Development and Training Policy (FDTP), providing every educator with the resources, opportunities, and time required for continuous upskilling and professional growth.

Heartiest congratulations to the Department of Pedagogy & Capacity Building for bringing forth a clear, transparent, and progressive roadmap for faculty development. This policy reflects the University's commitment to academic excellence, innovation in teaching, and the continuous enhancement of faculty competencies, thereby strengthening the overall quality of higher education at SVSU. I urge all faculty members to actively participate in the opportunities enabled by this policy and contribute to building a world-class skill ecosystem.

**Dr. Suman Vashistha**

Registrar

Shri Vishwakarma Skill University,

Dudhola, Palwal, Haryana

# Message from the Desk of Dean Academics

As we navigate an era of rapid technological advancement and changing industrial paradigms, the role of higher education particularly skill-based education has become more critical than ever. At Shri Vishwakarma Skill University (SVSU), our primary objective is to cultivate an environment where academic rigor meets real-world application. To achieve this, our faculty must remain ahead of the curve.

The framework outlined in Faculty Development and Training Policy (FDTP) represents our strategic roadmap for faculty empowerment. A faculty in a skill university is a facilitator of innovation, a mentor, and a bridge to the industry. In our university, we are committed to creating an ecosystem that supports continuous learning, upskilling, and professional advancement for every faculty member.

The revised Faculty Development & Training Policy (FDTP) places a strong emphasis on modernizing pedagogical practices, adopting Outcome-Based Education (OBE), and integrating digital, experiential, and technology-enabled learning methodologies into classrooms. Aligned with the rapidly evolving industrial landscape, the policy encourages faculty to stay abreast of emerging technologies, industry transformations, and modern management practices. It promotes continuous upskilling in Industry 4.0 technologies, digital tools, AI-driven applications, innovative teaching-learning approaches, and contemporary management systems.

Congratulations to the Department of Pedagogy & Capacity Building and the entire team on developing and bringing forth a comprehensive, progressive, and future-oriented Faculty Development & Training Policy (FDTP).

I encourage every faculty member to view this policy not just as a set of guidelines, but as a gateway to continuous professional evolution. By enhancing your academic and teaching capabilities, you directly elevate the learning experience of our students and strengthen the academic fabric of SVSU.

I extend my best wishes to the academic fraternity for the successful implementation of this policy.

**Prof. (Dr.) Vikram Singh**

Dean Academics

Shri Vishwakarma Skill University

Dudhola, Palwal, Haryana

## Members of the Committee for Preparing Faculty Development and Training Policy, Shri Vishwakarma Skill University, Haryana

| | | |
|---|---|---|
| 1 | Dr. Sanjay Singh Rathore, Skill Associate Professor (Mechanical Engineering) and Associate Dean, PCB, SVSU, Haryana | Convener |
| 2 | Prof. Lakhwinder Singh, JCB YMCA University of Science and Technology, Faridabad | External Expert |
| 3 | Prof. A.N. Siddiquee, Jamia Millia Islamia University, Delhi | External Expert |
| 4 | Dr. Preeti, Skill Assistant Professor (Electrical Engineering), SVSU, Haryana | Internal Expert |

Arshad Noor Siddiquee, PhD, Professor

Prof. Lakhwinder Singh

Dr. Preeti

Dr. Sanjay Singh Rathore

Dr. S.S. Rathore
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PCB, SVSU

# Faculty Development and Training Policy

# of

# Shri Vishwakarma Skill University, Haryana

*(for Teaching Staff)*

## I. INTRODUCTION

Shri Vishwakarma Skill University (SVSU), Haryana, established by the Government of Haryana in 2016, is India's first Government Skill University. The University was founded with the vision of promoting skill-based higher education and entrepreneurship development in alignment with the national priorities of skill enhancement, employability, and innovation.

The University envisions emerging as a leading institution of excellence in skill education that is recognized and valued by industry at national and international levels. Its mission is to provide quality skill education that meets the aspirations of learners and the expectations of industry through innovative teaching-learning practices, industry collaboration, and outcome-based education.

SVSU is committed to addressing the skill requirements of the State of Haryana and the Nation by offering structured skill qualification programmes in existing and emerging sectors. The University promotes experiential learning through flexible academic pathways, multiple entry and exit options, credit accumulation and transfer mechanisms, blended learning approaches, simulation-based learning, and gamification techniques. The emphasis on entrepreneurship, innovation, and future skills remains a key focus area of the University.

The programmes offered by the University are aligned with the provisions of the National Education Policy (NEP) 2020 and mapped with the National Skills Qualifications Framework (NSQF), enabling academic progression from certificate-level programmes to doctoral studies. Through its skill-based education ecosystem, the University aims to develop competent, industry-ready human resources capable of contributing effectively to economic and social development.



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In the rapidly evolving technological and industrial landscape, the role of faculty members and instructors has become increasingly significant in ensuring quality education, skill development, innovation, and knowledge dissemination. Continuous professional development of teaching personnel is therefore essential to equip them with contemporary pedagogical practices, emerging technologies, industry trends, and research competencies.

Recognizing this need, Shri Vishwakarma Skill University is committed to strengthening the professional capabilities of its faculty members and instructors through Faculty Development Programmes (FDPs), training programmes, workshops, seminars, conferences, industry immersion programmes, on job training, research initiatives, and other capacity-building activities.

The Faculty Development and Training Policy (FDTP) has been formulated to provide a structured framework for the continuous professional growth and capacity enhancement of faculty members and instructors. The policy aims to foster academic excellence, skill proficiency, research and innovation, industry engagement, and institutional development in alignment with the University's vision and mission.

## II. DEFINITIONS

Unless the context otherwise requires, the following terms shall have the meanings assigned to them in this Policy:

1. **University**: Shri Vishwakarma Skill University (SVSU), Haryana, India.
2. **Faculty**: All regular and contractual (full-time) faculty members appointed by the University, including Skill Professors, Skill Associate Professors, Skill Assistant Professors, and other teaching personnel designated by the University.
3. **Instructor**: All regular and contractual Master Skill Instructors, Senior Skill Instructors, Skill Instructors, and other skill-training personnel appointed by the University.
4. **Competent Authority**: The Vice-Chancellor or any authority/person authorized by the University to approve matters under this Policy.
5. **Academic Year**: The period notified by the University for academic and administrative purposes.



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6. **Faculty Development Programme (FDP)**: A structured programme, training, workshop, seminar, conference, certification course, industry immersion programme, research activity, or any other capacity-building initiative aimed at enhancing the professional competencies of faculty members and instructors.
7. **Training Programme**: Any organized activity designed to improve knowledge, skills, competencies, pedagogical practices, research capabilities, industry exposure, or professional effectiveness etc.
8. **Industry Immersion/On Job Training (OJT)**: Structured engagement of faculty members or instructors with industry, organizations, or workplaces for acquiring practical knowledge, skills, and exposure relevant to their discipline for upskilling and reskilling.
9. **Research and Innovation Activity**: Any activity related to research, publication, intellectual property creation, consultancy, project development, innovation, entrepreneurship, or knowledge creation etc.
10. **Policy**: The Faculty Development and Training Policy (FDTP) of Shri Vishwakarma Skill University, Haryana, India.
11. **Teaching Staff**: Collectively refers to all Faculty Members and Instructors covered under this Policy and eligible to avail its benefits and provisions.
12. **Academic Leave**: Leave granted to the Teaching Staff for participation in approved academic, professional development, training, research, industry immersion, certification, or related programmes under this Policy, in accordance with applicable University rules.
13. **On Duty**: The status accorded to a member of the Teaching Staff while participating in mandatory training programmes, University-nominated programmes, Industry Immersion/On Job Training (OJT), or any other programme approved by the Competent Authority as being in the interest of the University.
14. **Block Period**: A continuous period of three years commencing from the date notified by the University for implementation of this Policy or from such date as may be prescribed by the University for determining financial assistance entitlements.
15. **Financial Assistance**: Financial support provided by the University under this Policy towards registration fees, course fees, certification fees, travel expenses, boarding, lodging, visa charges, accommodation, subscription charges, examination fees, or any other admissible expenditure approved by the Competent Authority.



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16. **Professional Membership**: Membership of a recognized national or international professional body, academic association, learned society, industry body, or statutory/professional organization relevant to the discipline, profession, or responsibilities of the Teaching Staff.
17. **Online Certification and Micro-Credential**: A structured learning programme, certification course, digital credential, professional certification, badge, or competency-based qualification offered through recognized national or international institutions, industry bodies, professional organizations, or digital learning platforms.
18. **University-Nominated Training Programme**: Any Faculty Development Programme, training programme, certification, workshop, industry immersion activity, leadership programme, executive education programme, or capacity-building initiative for which participation is specifically nominated, recommended, or mandated by the University.
19. **Mandatory Training Programme**: Any induction programme, orientation programme, statutory training, compliance-related training, Industry Immersion/OJT, or any other programme declared mandatory by the University from time to time.

## III. ELIGIBILITY

The provisions of this Policy shall be applicable to the following categories of full-time teaching staff of Shri Vishwakarma Skill University:

1. **Regular Faculty Members and Instructors** appointed on a regular basis by the University.
2. **Contractual/Co-terminus Faculty Members and Instructors** appointed on a full-time contractual or co-terminus basis, provided they have completed a minimum of two years of continuous service/ four semesters of engagement for teaching in the University.
3. **Faculty Members and Instructors on Deputation** serving the University during the period of deputation.

***Exclusions:*** The provisions of this Policy shall not apply to:

1. Individuals who are not employed on a full-time basis by the University.
2. Visiting Faculty, Guest Faculty, Adjunct Faculty, Consultants, Experts engaged for specific assignments, and any other part-time teaching staff, unless specifically approved by the Competent Authority.



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3. Contractual or co-terminus faculty members/instructors who have not completed the minimum qualifying service i.e. have completed a minimum of two years of continuous service/ four semesters of engagement for teaching in the University prescribed under this Policy.
4. Any other category of personnel specifically exempted by the University from time to time.

## IV. OBJECTIVES OF THE POLICY

The Faculty Development and Training Policy (FDTP) aims to establish a structured framework for the continuous professional development of the Teaching Staff of the University through targeted capacity building, upskilling and reskilling initiatives. The Policy seeks to strengthen academic excellence, pedagogical effectiveness, industry relevance, research capability, innovation, leadership, and lifelong learning in alignment with the vision and mission of Shri Vishwakarma Skill University.

The objectives of the Policy are to:

1. Enhance the domain knowledge, technical competencies, and professional capabilities of the Teaching Staff.
2. Strengthen pedagogical and assessment competencies to improve the quality and effectiveness of teaching-learning processes.
3. Promote continuous upskilling and reskilling to enable the Teaching Staff to respond effectively to evolving industry requirements, emerging technologies, and future workforce needs.
4. Foster research, innovation, entrepreneurship, and industry engagement to enhance academic and skill education outcomes.
5. Develop leadership, communication, and other professional competencies required for academic, administrative, and institutional responsibilities.
6. Encourage lifelong learning, professional excellence, and a culture of continuous improvement within the University.
7. Support the Teaching Staff in contributing effectively to community development, nation-building, and the achievement of the University's vision and mission.



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## V. GEOGRAPHICAL SCOPE OF THE POLICY

The Teaching Staff may participate in Faculty Development and Training programmes conducted at the following levels, subject to eligibility, relevance, availability of funds, and approval of the Competent Authority:

- International Level
- National Level
- State Level
- Regional Level
- University Level

The University may encourage participation in programmes to facilitate professional development, academic excellence, industry engagement, research, innovation, and exposure to national and global best practices.

## VI. TYPES OF PROGRAMMES COVERED UNDER THE FACULTY DEVELOPMENT AND TRAINING POLICY

The University shall support the participation of eligible Teaching Staff in professional development, training, academic, research, industry, and leadership development programmes conducted in online, offline, or hybrid mode.

The following categories of programmes shall be covered under this Policy:

1. **Industry Immersion and Skill Enhancement Programmes**

- On Job Training (OJT) in Industry
- Industry Attachments/Internships
- Industrial Visits and Exposure Programmes
- Skill Upgradation, Upskilling, and Reskilling Programmes



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2. **Academic and Pedagogical Development Programmes**

- Orientation Programmes
- Refresher Courses
- Faculty Development Programmes (FDPs), including AICTE ATAL Programmes
- Short-Term Training Programmes (STTPs)
- Continuing Education Programmes
- Faculty Exchange Programmes
- Summer Schools and Winter Schools

3. **Research and Knowledge Dissemination Programmes**

- Seminars
- Conferences
- Workshops
- Symposiums
- Colloquiums and Academic Forums
- Research Methodology and Publication-related Programmes

4. **Leadership and Management Development Programmes**

- Leadership Development Programmes
- Management Development Programmes (MDPs)
- Executive Education Programmes
- Academic and Institutional Leadership Training Programmes

5. **National and International Capacity-Building Programmes**

- Global Initiative of Academic Networks (GIAN) Programmes
- International Faculty Development and Training Programmes
- National and International Collaborative Training Programmes



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- Programmes sponsored by Government, Regulatory Bodies, Industry, and Professional Organizations

6. **Skill Competitions and Special Initiatives**

- WorldSkills Competitions and related Training Programmes
- IndiaSkills and State-Level Skill Competitions
- Innovation, Entrepreneurship, and Startup Development Programmes
- Emerging Technology and Future Skills Programmes

7. **Professional Memberships**
8. **Other Programmes**

- Any other programme, training, workshop, certification course, or capacity-building initiative etc. approved by the Competent Authority that contributes to strengthening teaching-learning processes, research, innovation, industry engagement, institutional development, or the achievement of the Vision and Mission of the University.

## VII. FINANCIAL ASSISTANCE COVERED FOR THE PROGRAMMES UNDER THE FACULTY DEVELOPMENT AND TRAINING POLICY

### a. Programmes within India

1. Eligible Teaching Staff shall apply for financial assistance for participation in programmes covered under this Policy by submitting the prescribed application through the proper channel along with programme details, estimated expenditure, and arrangements for academic responsibilities during the period of leave for participation. The applicant shall ensure suitable arrangements for teaching, training, administrative duties, or other assigned responsibilities during the period of participation.
2. Financial assistance may be provided up to a cumulative ceiling of ₹1,20,000/- within a block period of three years. The ceiling shall cover registration/course/training fees,



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travel expenses, boarding, lodging, and other admissible expenses etc. as per the entitlement and applicable University norms.

3. The applicant shall submit a self-declaration that no financial support, hospitality, travel assistance, accommodation, registration fee waiver, or any other support has been received from the organizers or any other funding source, except as specifically declared.
4. Applications should ordinarily be submitted at least three weeks prior to commencement of the programme. In exceptional circumstances, the Competent Authority may relax this requirement subject to proper justification by the applicant.
5. For approved offline programmes requiring travel beyond 200 kilometres (one way), journey leave may be granted as per University norms.
6. 20% of faculty strength or preferably not more than two faculty members, whichever is higher, may be sanctioned the leave at a time and support for this purpose be based on seniority/first-come-first-served basis.
7. Faculty members shall preferably avail the provisions of this scheme on a rotational basis, subject to the norms specified in Clause XV and applicable financial ceiling.

**b. Programmes outside India**

1. Financial assistance for participation in approved programmes outside India shall be provided to eligible teaching staff excluding Contractual/Co-terminus staff only once within a block period of three years.
2. Financial assistance may be provided up to a maximum ceiling of ₹1,50,000/- per approved programme, covering admissible expenses including airfare, visa charges, registration fees, accommodation, TA/DA, and related expenses etc. as per University norms.
3. Applications for programmes outside India should ordinarily be submitted at least four weeks in advance.
4. All foreign visits shall require prior approval of the Vice-Chancellor and shall be subject to applicable Government and University regulations.
5. The applicant shall submit a self-declaration regarding financial support received from any other source.



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6. Admissible travel expenses between the place of duty/residence and the nearest airport/ railway station/bus terminal etc. shall be reimbursed as per University norms.
7. Financial assistance and approval for participation in programmes outside India shall be subject to applicable travel advisories, security guidelines, and restrictions issued by the Government of India from time to time.

## VIII. COMPULSORY INDUSTRY IMMERSION / ON JOB TRAINING (OJT)

To ensure continuous industry alignment, practical exposure, and enhancement of professional competencies, every eligible member of the Teaching Staff shall participate in Industry Immersion/On Job Training (OJT) programmes as prescribed under this Policy.

### 1. Mandatory Industry Immersion/OJT

Every member of the Teaching Staff shall undergo a minimum of two (02) weeks of Industry Immersion/On Job Training (OJT) during an academic year in an industry, organization, or workplace relevant to his/her discipline or area of specialization.

### 2. Implementation Mechanism

a) Each Department shall prepare and maintain a roster for facilitating Industry Immersion/OJT of its Teaching Staff.
b) As far as practicable, not more than fifty percent (50%) of the eligible Teaching Staff of a Department may be deputed for Industry Immersion/OJT during a semester on a rotational basis, preferably during lean academic periods, summer vacations, or winter vacations. Alternatively, the OJT requirement may be fulfilled through planned industry visits or industry interaction activities undertaken periodically, including at least one industry visit/interaction per month during the semester, with the approval of the Chairperson of the Department and without adversely affecting academic activities.

### 3. Outcome-Based Participation

Teaching Staff participating in Industry Immersion/OJT shall be required to submit a report and demonstrate measurable outcomes arising from the training. Such outcomes may include



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curriculum enrichment, adoption of innovative pedagogical practices, laboratory or workshop enhancement, industry-sponsored projects, development of case studies, skill upgradation modules, research and consultancy collaborations, industry-academia partnerships, or any other contribution towards strengthening teaching-learning processes and institutional development etc.

4. **Financial Support and Duty Status**

   a) Expenditure incurred towards mandatory Industry Immersion/OJT shall be provided by the university to the Teaching Staff as per the entitlement under provisions of this Policy and applicable university norms.
   b) Participation in approved Industry Immersion/OJT under this Policy shall be treated as On Duty for all administrative and service-related purposes.

## IX. UNIVERSITY-NOMINATED FACULTY DEVELOPMENT AND TRAINING PROGRAMMES

1. The University may nominate members of the Teaching Staff to participate in Faculty Development Programmes (FDPs), training programmes, industry immersion programmes, certification courses, leadership programmes, executive education programmes, or any other capacity-building initiative based on institutional requirements.
2. Such nominations may be made on the basis of observations and recommendations arising from recruitment and selection processes, probation assessment, performance appraisal, competency mapping, accreditation requirements, institutional priorities, succession planning, industry requirements, technological advancements, or any other developmental needs identified by the University.
3. Participation in programmes nominated or recommended by the University shall be mandatory for the concerned member of the Teaching Staff unless exempted by the Competent Authority.
4. The expenditure for University-nominated programmes may be borne by the University in accordance with the provisions of this Policy and subject to availability of funds.



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5. The Competent Authority may prescribe additional conditions, reporting requirements, outcome measures, or dissemination activities for Teaching Staff nominated under this provision.

## X. FINANCIAL SUPPORT FOR ONLINE CERTIFICATIONS AND MICRO-CREDENTIALS

a) The University shall provide financial assistance to eligible Teaching Staff for enrolling in and successfully completing recognized online certification programmes, micro-credentials, professional certifications, and advanced courses offered by reputed national and international platforms, institutions, industries, and professional bodies, including NPTEL, SWAYAM, Coursera, edX, FutureLearn, AWS, Google, Microsoft, Cisco, IBM, IITs, IISc, IIM, Harvard and similar recognized providers.

b) The expenditure incurred towards course fees, subscription charges, examination fees, certification fees, or assessment charges with in the respective ceiling limits for such programmes shall be eligible for reimbursement, subject to prior approval of the Competent Authority, successful completion of the programme, submission of the certificate, and availability of funds.

c) The financial assistance provided for such certifications shall ordinarily be counted within the overall financial assistance ceiling prescribed under this Policy, unless otherwise approved by the Competent Authority.

## XI. TERMS AND CONDITIONS

1. Financial assistance under this Policy shall be subject to budgetary provisions, availability of funds, relevance of the programme, and approval by the Competent Authority.
2. Participation in any programme shall not automatically confer a right to financial assistance.
3. Upon completion of the programme, the participant shall submit a report on the knowledge, skills, and outcomes acquired, along with relevant certificates and supporting documents, within one month.



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4. The participant may be required to disseminate the learning outcomes through a presentation, workshop, seminar, training session, or any other knowledge-sharing activity as prescribed by the University.
5. The Competent Authority reserves the right to withdraw, modify, or cancel any approval or financial assistance granted under this Policy before commencement of the programme, if considered necessary.
6. Unutilized financial assistance available during a block period shall lapse upon expiry of the block period and shall neither be carried forward nor combined with the entitlement of any subsequent block period.
7. Teaching Staff availing financial assistance under this Policy shall comply with all applicable University rules, regulations, and reporting requirements.
8. No advance payment or advance drawal of funds shall ordinarily be released to the Teaching Staff under this Policy. Reimbursement of admissible expenses shall be made only after successful completion of the approved programme and submission of the prescribed claim, participation/completion certificate, outcome report, and other supporting documents, subject to verification and approval by the Competent Authority.
9. Expenditure incurred towards participation in Mandatory Training Programmes, University-Nominated Training Programmes, compulsory Industry Immersion/On Job Training (OJT), and approved online certifications, professional certifications, micro-credentials, and future-skills programmes offered by recognized national or international institutions, industry bodies, or digital learning platforms shall be borne by the University separately, subject to approval of the Competent Authority and availability of funds. Such expenditure shall not be adjusted against the individual financial assistance entitlement of ₹1,20,000/- (for national) or ₹1,50,000/- (for international) admissible to a member of the Teaching Staff under this Policy. Participation in such programmes shall be in addition to, and shall not be counted towards, the limits or norms prescribed under Clause XV of this Policy.

## XII. PROCEDURE

1. Teaching Staff seeking approval and/or financial assistance under this Policy shall submit the prescribed application form along with the requisite documents through the following channel:



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Applicant → Chairperson/Head of Department → Dean of the Skill Faculty → Associate Dean/ Dean (Pedagogy & Capacity Building) → Dean Academic → Vice-Chancellor (Competent Authority)

2. The application shall be accompanied by:

   a) Programme brochure/invitation letter
   b) Registration details, where applicable.
   c) Estimated expenditure
   d) Arrangements made for teaching, training, and administrative responsibilities etc.
   e) Acceptance letter, invitation, or confirmation from the organizers, wherever applicable.
   f) Any other document as may be required by the University.

3. The Chairperson/Head of Department shall verify the relevance of the programme, availability of suitable academic arrangements, and the performance of assigned duties during the proposed period of participation before forwarding the application.
4. The Dean of the Skill Faculty shall forward and recommend the application based on the departmental recommendations to the Associate Dean/ Dean (Pedagogy & Capacity Building).
5. The Associate Dean/ Dean (Pedagogy & Capacity Building) shall scrutinize the proposal with reference to the provisions of this Policy, availability of entitlement, institutional priorities, and budgetary considerations and submit the case for consideration of the Dean Academics.
6. The Dean Academics shall recommend and forward the application for consideration of the Vice-Chancellor.
7. The Vice-Chancellor shall be the Competent Authority for granting approval and/or financial assistance under this Policy.
8. Upon approval by the Vice-Chancellor, the Associate Dean/ Dean (Pedagogy & Capacity Building) shall:

   a) Communicate the approval to the concerned Teaching Staff member;
   b) Issue a No Objection Certificate (NOC), wherever required;
   c) Convey the sanctioned financial assistance, if any;



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d) Forward a copy of the approved case to the Establishment Branch for recording and regulating the sanctioned Academic Leave/On Duty Leave in accordance with University rules.

9. Upon completion of the programme, the participant shall submit the following duly signed documents through the same channel prescribed under this Policy (Chairperson/Head of Department → Dean of the Skill Faculty → Associate Dean/ Dean (Pedagogy & Capacity Building)) within one month of completion of the programme, irrespective of whether financial assistance was availed:

    a) Programme Completion/Participation Certificate;
    b) Outcome Report highlighting the knowledge gained, skills acquired, outcomes achieved, and potential benefits to the University;
    c) Claim for reimbursement, wherever applicable, supported by original bills, receipts, tickets, invoices, and other relevant documents as prescribed by the University;
    d) Any other document, report, presentation, or evidence of outcomes as may be required by the Competent Authority.

10. Publications, presentations, papers, or other scholarly outputs produced using financial assistance provided under this Policy shall appropriately acknowledge "Shri Vishwakarma Skill University, Dudhola, Palwal, Haryana (121102)" as the institutional affiliation.
11. The Competent Authority may issue additional guidelines, formats, reporting requirements, or operational procedures for effective implementation of this Policy.

## XIII. BUDGET ALLOCATION

1. The University shall make appropriate budgetary provisions each financial year for the implementation of the Faculty Development and Training Policy and for supporting the professional development, upskilling, and reskilling of the Teaching Staff.
2. The allocation and utilization of funds under this Policy shall be subject to the annual budget approved by the University and such financial norms as may be prescribed from time to time.



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3. Financial assistance under this Policy shall be subject to the availability of funds and approval of the Competent Authority and shall not be claimed as a matter of right.
4. The University may re-appropriate, revise, enhance, reduce, or reallocate the budgetary provisions under this Policy based on institutional priorities, utilization of funds, and financial considerations.

## XIV. OTHER CONDITIONS

1. The Vice-Chancellor shall be the Competent Authority to relax or tighten any provision of this Policy in deserving or exceptional cases, with proper justification.
2. The Vice-Chancellor may, in exceptional circumstances and in the interest of the University, with proper justification, approve enhancement of the prescribed financial assistance, budgetary allocation, or financial ceilings under this Policy for any individual member of the Teaching Staff, group of employees, Department, specific programme, training initiative, certification, or industry immersion activity, subject to availability of funds and applicable University norms.
3. Any matter not specifically covered under this Policy, or any issue arising out of its interpretation or implementation, shall be put-up appropriately before the Hon'ble Vice Chancellor, whose decision shall be final and binding.
4. The University reserves the right to amend, modify, interpret, or withdraw any provision of this Policy at any time in the interest of the University.

## XV. NORMS FOR PARTICIPATION, TYPE OF LEAVE AND FINANCIAL ASSISTANCE

The following norms shall ordinarily apply for grant of financial assistance and approval for participation as per the financial limits and entitlements prescribed under the Policy (Clause VII). The salary of the teaching staff shall not be the part of financial assistance under this policy.

| S.No. | Programme Category | Location | Duration | Norms |
|---|---|---|---|---|
| 1 | Type of Programmes mentioned in Clause VI | Within India | Less than 01 week but not less than 3 days | 1. Upto two programmes in an Academic Year<br>2. Teaching Staff shall avail Academic Leave, as applicable* |



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| | | | | |
|---|---|---|---|---|
| 2 | | | 01 week/More than 01 week but less than one month | 1. Maximum 01 programme in an Academic Year<br>2. Teaching Staff shall avail Academic Leave, as applicable* |
| 3 | | | More than 01 month | 1. Maximum 01 programme in a block period or as per the guidelines of statutory bodies issued from time to time as applicable for the teaching cadre.<br>2. Teaching Staff shall avail Academic Leave, as applicable* |
| 4 | Type of Programmes mentioned in Clause VI | Outside India | | 1. Maximum 01 programme in a block period<br>2. Teaching Staff shall avail On Duty Leave. |
| 5 | Self-funded or Sponsored by any other public or private funding agencies/institution/organization/industry etc. | Within India or Outside India | As Applicable | 1. Maximum 02 number of programmes in an academic year, provided participation does not adversely affect assigned duties and the minimum attendance of the teaching staff to remain available for and perform assigned academic duties and academic obligations prescribed by the University are fulfilled.<br>2. Teaching staff shall avail Academic Leave/ On Duty Leave as applicable. |

**Note:**

* Teaching Staff shall avail Academic Leave for FDTP programmes, as applicable. However, participation in Mandatory Training Programmes or University-Nominated Training Programmes shall be treated as On Duty Leave.

## XVI. PERIODIC REVIEW OF THE POLICY

1. The University shall periodically review the Faculty Development and Training Policy to ensure its continued relevance, effectiveness, and alignment with the University's Vision and



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Mission, industry requirements, emerging technologies, statutory guidelines, and national educational priorities.

2. The Policy shall ordinarily be reviewed once every three years or earlier, if considered necessary by the University.

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**Annexure-I**

## FORMAT FOR SELF-DECLARATION

(under Faculty Development and Training Policy of SVSU)

I, _____, Designation _____ and Employee Code _____, Department _____, Shri Vishwakarma Skill University, Haryana, hereby declare and certify that for participation in the programme titled _____ _____ conducted by _____ during the period from _____ to _____:

1. I have not received any financial assistance, sponsorship, grant, reimbursement, registration fee waiver, travel support, boarding, lodging, hospitality, honorarium, or any other financial benefit, either in full or in part, from the organizers, any funding agency, institution, industry, organization, or any other source, except as specifically disclosed below.
2. The information furnished by me is true and correct to the best of my knowledge and belief.
3. In the event of any information being found false, incorrect, or suppressed, I shall be liable for recovery of the financial assistance received from the University and such action as may be deemed appropriate under the applicable rules of the University.

**Details of financial assistance/support received from any source, if any:**

_____

_____

_____

Place: _____

Date: _____

Signature of Applicant: _____

Name: _____

Designation: _____

Department: _____



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**Annexure-II**

# APPLICATION FORM FOR PARTICIPATION / FINANCIAL ASSISTANCE UNDER THE FACULTY DEVELOPMENT AND TRAINING POLICY (FDTP)

(under Faculty Development and Training Policy of SVSU)

**(All fields are mandatory unless otherwise specified)**

## A. PERSONAL INFORMATION

| Particulars | Details |
|---|---|
| Name of Applicant | |
| Employee ID | |
| Designation | |
| Skill Department | |
| Skill Faculty | |
| Category (Regular / Contractual / Deputation) | |
| Date of Joining | |
| Mobile No. | |
| Email ID | |

## B. PROGRAMME DETAILS

**Category of Programme (✓):**

- ☐ Faculty Development Programme (FDP)
- ☐ Seminar
- ☐ Conference
- ☐ Workshop
- ☐ Refresher Course
- ☐ Orientation Programme
- ☐ Industry Immersion / OJT
- ☐ Short-Term Training Programme (STTP)
- ☐ Certification Programme / Micro-Credential
- ☐ Executive Education Programme
- ☐ Leadership Development Programme
- ☐ Faculty Exchange Programme
- ☐ Professional Membership
- ☐ Other (Specify): _____

| Particulars | Details |
|---|---|
| Title of Programme | |
| Organizing Institution / Agency | |
| Mode (Online / Offline / Hybrid) | |
| Location | |
| Geographical Scope (University / Regional / State / National / International) | |
| Type of Professional Membership (Annual/Lifetime) | |



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| | |
|---|---|
| Duration | From _____ To _____ |
| Total Number of Days | |
| Brief Description of the Programme (100 words maximum) and the outcome on its completion (use separate sheet if space is not enough) | |

**C. PURPOSE AND EXPECTED OUTCOMES**

1. Relevance of the Programme to Teaching/Research/Skill Development/Industry Engagement:

2. Expected Outcomes and Benefits to the University:

**D. FINANCIAL ASSISTANCE DETAILS**

| Particulars | Amount (₹) |
|---|---|
| Registration / Course Fee | |
| Travel Expenses | |
| Boarding / Lodging | |
| Visa Charges (if applicable) | |
| Examination / Certification Fee | |
| Professional Membership Fee | |
| Any Other Expenses (Specify) | |
| **Total Estimated Expenditure** | |

**Financial Assistance Required from the University:**
☐ Yes ☐ No

Amount Requested (₹): _____



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## E. ACADEMIC / ADMINISTRATIVE ARRANGEMENTS

Details of alternative arrangements made for teaching, training, examination, administrative, or other assigned responsibilities during the period of absence (separate sheet may be attached with signature):

_____

_____

## F. DOCUMENTS ENCLOSED (✓)

☐ Programme Brochure / Invitation Letter

☐ Registration Form / Registration Confirmation

☐ Acceptance Letter (for paper presentation / keynote address / invited talk, if applicable)

☐ Copy of Paper / Abstract / Presentation (where applicable)

☐ Duty / Class Adjustment Plan

☐ Estimated Expenditure Statement

☐ Any Other Relevant Document(s)

## G. DECLARATION BY THE APPLICANT

I hereby declare that:

1. The information furnished in this application is true and correct to the best of my knowledge and belief.
2. I have read and understood the provisions of the Faculty Development and Training Policy of Shri Vishwakarma Skill University and agree to abide by the same.
3. I shall submit the prescribed report, certificate(s), and other documents upon completion of the programme.
4. In the event of any information being found false or misleading, the University may reject/cancel my application and take appropriate action as per applicable rules.

Place: _____ Signature of Applicant: _____

Date: _____ Name: _____

Designation: _____



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## RECOMMENDATIONS AND APPROVALS

### Recommendation of Chairperson / Head of Department

Recommended / Not Recommended

Remarks:

Date: _____

Signature: _____

Name: _____

### Recommendation of Dean, Skill Faculty

Recommended / Not Recommended

Remarks:

Date: _____

Signature: _____

Name: _____

### Recommendation of Dean / Associate Dean (Pedagogy & Capacity Building)

Budget Head _____

Budget Utilized Till Date (₹) _____

Budget Available (₹) _____

Recommended / Not Recommended

Remarks:

Date: _____

Signature: _____

Name: _____

### Recommendation of Dean Academics

Recommended / Not Recommended

Remarks:

Date: _____

Signature: _____

Name: _____



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**Approval of Competent Authority**

☐ Approved

☐ Approved with Conditions

☐ Not Approved

Date: _____

Signature: _____

Name: _____

Remarks:

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