



Crafting Dimensions that Speak the Language of the New Millennium

SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD COLLEGE OF ARCHITECTURE

(Affiliated to University of Pune & Approved by AICTE & COA) (ID No. PU/PN/Engg./151/2000)

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SCOA POLICY FOR TTP / FDP For College Sponsorship for Duty Leave

Fulltime Faculty members of B.Arch. & M.Arch.(regular & tenure) are requested to comply with following policy framed by SCOA for college sponsorship to attend FDP / TTP / CTP of COA or of any other organizations.

1. Requisitions for approval from the Principal:

- An application stating the benefits after attending the training program as
 - How it would help in teaching
 - How students are going to be benefitted
 - What college would gain
 - How personal up-gradation would be visualized
- Application should be approved and signed by the HODs for B. Arch. & M.Arch., and also by the Division Coordinators for B.Arch.
 - How classes to be adjusted
 - Other admin and academic duties to be planned

2. Selection Criteria:

- One funded program could be attended by a faculty per year
- Preferably not attended college sponsored training program in previous year (this is to give opportunity to all as limited sponsorship)
- Preferably for faculty working in college for minimum one year
- Topic of the program to be related to specialization of the faculty or subject teaching in the college

3. Self-Declaration:

- Classes adjustment
- Other admin and academic duties adjustment
- Not attended any college sponsored training program in the year
- Submission of all documents, if certificate of participation not provided, sponsored amount to be refunded to the college

4. Requirements to be submitted after attending college sponsored training program

- Certificate of participation
- Registration fee receipt (if relevant)
- Report of the training program in given format
- Approval letter of the principal
- FDP poster
- Any other if required