

Policy/ Procedure for utilizing trainings and short term visits by CIIT employees

Rationale:

CIIT has 7 (seven) approved projects as of February, 2008. Some of these projects provide, among other facilities, trainings and short terms visits for the faculty members and professional staff working in COMSATS Institute of Information Technology (CIIT). In order to utilize these facilities, appropriate criteria need to be devised to achieve maximum transparency and optimal benefit accruing out of such facilities. Accordingly, the Senior Academic Management of CIIT has decided to develop such criteria and disseminate to the principal Seat and all Campus Directors.

Methodology:

All the Project Directors will be requested to provide a list of trainings and short visits contained in the projects being looked after by them. They will be also requested to identify the facilities already availed and the balance remaining for utilization along with the period in which these must be utilized. The information so provided will be utilized for allocating and awarding the facilities. It is desirable that a ratio of 1:3 may be kept for Professional/Administrative staff and Faculty members.

Procedure:

a. For Faculty Members:

Leading role and responsibility for utilization of training and short visits for faculty members will rest with the concerned Project Directors. They will be required to develop the lists of persons deemed suitable for the visits and training during the remaining period of project on yearly basis. This may also include the forthcoming seminars, workshops and meetings where the participation of the faculty member is considered obligatory. The entire list will be presented before the Committee to ensure judicious utilization of facilities existing between the junior and senior faculty members. *Care will be taken to ensure that project-tied facilities are utilized for the specific areas for which these have been provided.*

b. For Professional and Administrative staff:

The Principal seat comprising the offices of Rector, Registrar, Treasurer, Planning & Development, International Liaison Office, as well as all the Campus Directors will be requested to identify the areas in which short training/short visit is desirable for improving governance structure of their offices. They will also be requested to nominate suitable candidates against the relevant areas.

c. For PhD Scholars

Those PhD scholars whose recommendations are received from their respective supervisors will also be considered on a case to case basis subject to the approval of the committee.

Information will be collected through a questionnaire (Attachment). All the information so collected will be presented before a Committee which will decide about the allocation of seats to various offices. While awarding the facilities, following criteria will be observed:-

- i. The Candidates should be regular employees of CIIT and should have worked in the organization for a minimum period of two years; or the Candidates should be enrolled as PhD student at CIIT.
- ii. They have not availed themselves of any training/short visit during the last twelve months;
- iii. The supervisor's recommendation on how the training will enhance the professional/administrative capability of the candidate
- iv. After availing the training, the candidate will not be shifted from the original place of duty for at least one year;
- v. The candidate will be required to give an undertaking that after the utilization of the training/visit, he/she will have to serve CIIT for a period of twelve months, failing which the expenses incurred on the training will be reimbursed by the person who availed the training;
- vi. In case the selected candidate fails to avail the facility within a reasonable period of time, he/she stand debarred for future training for a period of 2 years.
- vii. He/She will be considered on-duty and paid full salary during the period of training abroad.

Committee:

The Committee will comprise of the following members:-

1. Dr. Saleem Asghar, Dean Graduate Studies-----Chairman
2. Dr. Arshad S. Malik, Registrar -----Member
3. Mr. Tahir Naeem, Director P&D-----Member
4. Project Director(s) concerned -----Member
5. Dr. Abdul Aziz Khan, Advisor International Liaison-----Member/Secretary

The Committee will submit its recommendations to the Rector for approval.