

TRAINING MANUAL

Under Cluster Scheme

Subject - Commerce (One week training programme) :

Period 23rd Feb. to 28th Feb. 2015

A training program is to be organized by each participating college under the Cluster Scheme.

The Broad objective of the training is to develop and enhance the research base new collaborations among the staff of cluster colleges. This training program is to be conducted by senior academics from recognized experts in their fields. New courses can be designed for improvement of curriculum.

This training program will be an annual event for all participating Institutes & colleges.

Duration : One week training program is to be organized. Expected out come (Aim of the training)

- The participants should be well equipped to undertake fresh approach in Research & start Major & Minor projects.
- Modify & suggest syllabus updated contents.
- Suggestions & Report to be presented on the basis of outcome.

Objective of the training :

- To identify points of collaboration among cluster institute/colleges.
- To promote Research based activities in cluster/institutes/colleges.
- To learn from subject Experts of national/ International Repute & Build collaborations.
- Curriculum Development.
- Design New Courses
- To acquaint the trainees in recent techniques of teaching leaving & resources.
- To find out areas of symbiotic interaction & collaboration in Research.

Day – I

Inauguration of training program, ice breaking session (1- session)

Post Lunch :

Technical session – 2 sessions (Research Oriented)

Day - II

First Expert (Resource person) Technical session (Research oriented) – 4 sessions.

Day – III

Syllabus content related session Second Expert (Resource Person) – 4 sessions.

Day – IV

Discussion on Syllabus Modification – 4 sessions.

Day – V

Discussion on Syllabus Modification – 4 sessions.

Day – VI

Two Technical sessions.

Post Lunch :

Report submission & suggestions (1- session) Certificate Distribution.

Participants Eligibility Condition :

Asst. Professors or Professors (Regular Faculty) of cluster colleges/institutes. Their traveling exp. will be borne by their sending colleges.

Accommodations :

Will be arranged by the host college/ institute. Expenses will be borne by the Jan Bhagidari Fund of Host college/ institute. Family members are not allowed to stay with participants.

Other Expenses :

- The host college/institute will bear the Training expenses/ visits if any.
 - Resource Person/Experts T.A.D.A. will be paid by host college (Rae list of IEHE to be attached)
 - Lunch/Tea will be provided at the venue by host college & expenses borne under the Jan Bahgidari Scheme.
 - Report typed & half an hour video & 20 photographs to be sent to the Nodal institute of cluster scheme by the host college/institute within one month of completion of training/workshop.
 - Kit to be provided to all participants by the host (Rs. 100/- per kit will be the allowed exp.) to be borne by host college/institute.
 - Relieving certificate to be issued by the host at the end of training & participation certificate to be distributed.
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Form Forwarded by Director/Principal

Training Program in -----

Date 23rd Feb. to 28th Feb. 2015

Name of Participant -----

Fathers/spouse's Name -----

Year of joining service -----

Present designation -----

Address of college/institute -----

Category – Gen/Sc/St/Obc

Education Qualifications -----

Whether UGC Net/JRF -----

Phone Number -----

E-mail Address -----

Date of Birth -----

Area of Specialisation -----

Whether Accommodation is Required – Yes/No

Whether Attended previous -----

Training/workshop of cluster college – Yes/ No

Date -----

Signature of Participant

Date -----

Signature of Director/ Principal

Seal

Phone No. -----