

Terms and Conditions for Sponsoring Trainer Development Programme

The course capacity and course fee will be as follows:-

Course	Tutor	-	Trainee Ratio	Course fee
DTS	4		24	2000/-per day/ per participant
DoT	2		12	-do-
RTD on DTS	2		24 + 24	-do-
RTD on DoT	2		12 + 12	-do-
MTD on DTS	2		24 + 24	-do-
MTD on DoT	2		12 + 12	-do-
RTD on MoT	2		16 + 16	-do-
MTD on MoT	2		16 + 16	-do-
MoT	2		16	-do-
TNA	2		16	-do-
RTD on TNA	2		16 + 16	-do-
MTD on TNA	2		16 + 16	-do-
DLM	2		15	-do-
DLM Workshop	2		15	-do-
EoT	2		16	-do-
RTD on EoT	2		16 + 16	-do-
MTD on EoT	2		16 + 16	-do-
ELT	2		16	-do-
RTD on ELT	2		16 + 16	-do-
Mentoring	2		9	-do-
Facilitation	2		9	-do-
National Training Policy (NTP)	2		20	-do-
RTD on Mentoring	2		8 + 8	-do-
RTD on Facilitation	2		8 + 8	-do-
MTD on Mentoring	2		8 + 8	-do-
MTD on Facilitation	2		8 + 8	-do-
Introduction to SAT Courses	2		16	-do-

2. Nominations for all TDP courses may be invited by organizing institute and the institute will be responsible for getting adequate nominations.

3. The department will also circulate letter for inviting the nominations for National Calendar Courses only. Nominations will be received in the host institute directly. This department will, however, forward the nominations to host institute, if received in this department.

4. The tutor-trainee ratio for the ToT courses will be DTS 4:24, DoT 2:12 & MoT 2:16. The faculty for these courses will have to be arranged by the host institutes themselves.

5. **The deployment of trainers for the National Calendar will be decided by Training Division, DoPT and the host institute will have to bear the MT/RT kit charges, honorarium, travel, board and lodging charges of the guest faculty from the course fee granted by DoPT.**

6. Once the Department communicates the deployment of Trainers, the Institute must conduct the course with the deployed trainers only. Failing which no course fee would be released. In case the Institute faces a serious problem in conducting the course on the approved dates, the course can be re-scheduled in consultation with this Department but must be conducted within the financial year. In no case, will the course be allowed to be carried over to the next financial year.

ANNEXURE - II

Terms and Conditions for sponsoring State Category Training Programs

The present rate of course fee admissible for training courses of different duration under SCTP is as follows:

<u>DURATION</u>	<u>COURSE FEE</u> (per day/per participant inclusive of Boarding and lodging)	
	<u>State Level</u>	<u>District Level</u>
3days / 1 week	Rs.1500/-	Rs.1000/-

2. The course fee indicated includes the entire expenditure to be incurred by the Institute in conducting the course and no other charges / fee would be admissible.

3. The number of participants per course should be 15 - 30. However, in case the number of participants happens to exceed 30 in any particular course, no additional amount will be paid by the Department. If the number of nominations initially received is below 15, the institute should make every effort to contact the nominating authorities by telephone/fax/e-mail well in advance to increase the number of nominations. In spite of having made all possible efforts, it is felt that a sufficient number of participants is not available, the course may be rescheduled to a later period but within the same financial year. All the nominated persons, their sponsoring authorities as well as this department should be informed. If the number of participants is less than 15 in any particular course, no amount will be paid by the Department.

4. The State Training Institute are themselves to seek nominations directly for the courses and finalise the list of the participants selected to attend. It is, therefore, essential that the Institute circulate the details of each course sufficiently in advance to the concerned organizations. Full information on the course content, objectives, eligibility conditions etc. should be provided. This department, however, monitors progress in conducting the courses as well as evaluate the course conducted.

5. It is the responsibility of the Institute to inform the participants and their respective controlling authority about the selection of the participants. The Institute also have to inform the participants and their controlling authority of the details of the locations of the Institutes, accommodation arranged or available for them (if any), how to reach the institute from the railway station/bus stand/airport etc. as well in advance.

6. Once the department communicates its approval for conducting the courses, the institute must conduct the course in accordance with the approved schedule. In case the Institute faces a serious problem in conducting the course on the approved dates, the course can be re-scheduled in consultation with this Department but must be conducted within the financial year. In no case, will the course be allowed to be carried over to the next financial year.

P.T.O.

7. The Course Director should send the list of participants by fax/e-mail on the day of the commencement of the course itself and within 15 days of the completion of the course, the Course Director/ Institute should send the following documents to this Department:

- a) Final list of participants (duly classified)
- b) Course schedule
- c) Complete course material circulated for the course (only for the first course in a year on the subject)
- d) Two copies of the summary of the evaluation reports filled by the participants (as per the proforma) made by the course director
- e) Course Director's reports (as per the proforma)
- f) Group photograph of the participants**

8. The Institute need not send the original feedback forms filled by the participants. However, these should remain available with the Institute for one year, so that they are made available, if so demanded.

9. This Department would evaluate the course on the basis of the participant's feedback, the course material, schedule etc. (when they are received from the Institute) and for selected courses by deputed officers for attending the end of the course evaluation session.
