CUST Training & Workshops Policy

Proposed Draft

Prepared by:

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1 Preamble

1.1 The core objective of CUST Training & Workshops Policy is to outline proper guidelines and embolden capacity building of CUST students and academic staff in order to upgrade their knowledge, skills and expertise, institute Industrial liaison and improve the effectiveness and efficiency of the Individual and the institution leading to the betterment of the society.

1.2 This document defines the procedures that are to be used in conductance of technical trainings, workshops, short courses, seminars etc. for the benefit of University students and faculty, in a way that ensures the protection of interests of both University and its students/faculty in a manner that reflects appropriate professional standards.

2 Preliminary Obligations

2.1 Professional Trainings, Workshops and Short Courses can provide a distinctive prospect to students and faculty to enhance their practical knowledge and professional expertise. The University encourages and expects these activities to be held on continual basis.

2.2 The Higher Education Commission (HEC) situates due regard to the capacity building of University faculty and students and has allocated its 15 % weightage in ORIC Score Card. The sub clause (viii) of criterion-3 of Program Evaluation Matrix of Pakistan Engineering Council (PEC) regarding Curriculum and Learning Process accentuates Engineering Faculties to employ additional approaches of student learning through tutorial system, technical trainings, workshops and seminars etc. in order to enhance student learning, besides regular classroom interaction and lab experimentation. The sub clause (iii) of criterion-5 regarding Faculty and Support Staff also emphasizes on formal mechanism for faculty training and mentoring on academic skills including OBE concepts and implementation methodologies.

2.3 The University encourages the capacity building of its students and faculty through technical trainings, workshops, short courses and seminars. The academic departments in collaboration with Office of Research, Innovation and Commercialization (ORIC) should take an active role in conducting technical trainings, workshops, short courses and seminars on continual basis and encouraging students and faculty members to actively participate in these activities.

2.4 The University instigates each department to conduct at least one technical training/workshop each year in collaboration with ORIC. ORIC Research Committee is obliged to play its potential role in bridging ORIC with their respective department in this regard for the smooth conductance of the events.

2.5 The Resource Person/Trainer from CUST would be highly acknowledged. The ORIC Research Committee members are obliged to assist ORIC in organizing particular event,

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recommending the resource person and motivating external participants and applicants to attend trainings/workshops organized by ORIC using their peculiar contacts.

2.6 The University expects faculty members to stimulate students in attending/conducting workshops and seminars. The students actively contributing in these activities should be given due regard by the faculty.

3 Recordkeeping of the Events

3.1 The HEC ORIC Performance Matrix demands capacity building events detail from the particular institute, which needs proper documentation. ORIC has created an updated record of all the events it has held till date. Therefore all the departments conducting any type of workshop/training/seminar are required to submit the event detail/report in ORIC Office. ORIC will be responsible for the record keeping of events and its updatation from time to time. These events should also be projected on the University Website.

4 Financial Model

4.1 A Professional Trainer/Resource Person from CUST who intends to conduct a paid training/workshop would be entitled to receive 20% of the total turnover. The University Resource Person is obliged to assist ORIC in event projection, participant's motivation and associated procedures.

4.2 The monetary incentive for faculty members is expected to bring motivation among them regarding the conductance of trainings and workshops leading to their professional development. The proficient faculty members would be more actively involved and passably stimulated to organize events. The particular initiative would not only deliver equal financial benefits to the University but also lead to the effective skills and capacity development of students and faculty.

4.3 An external Trainer/Resource Person would be entitled to receive the training fees/charges as per the decided amount between him and the University. The training fee/charges with external resource person would be adjudged before hand to avoid any inconvenience. The payment would be made as per the financial procedures/policy followed by the CUST Accounts Office.

Short Courses/Professional Training/Workshops Financial Model					
Sr. No.	Trainer	Venue	Target Audience	Payment/Share	
				Resource Person/Trainer	CUST
1	External Resource Person	CUST	Students/Professionals /Faculty Members	As Agreed upon Before hand	Left Over
2	CUST Faculty Member	CUST	Students/Professionals /Faculty Members	20% of the Turnover	80% of the Turnover