OFFICE OF RESEARCH INNOVATION & COMMERCIALIZATION (ORIC)
UNIVERSITY OF HARIPUR, HARIPUR
Khyber Pakhtunkhwa, Pakistan

F. No (01) ORIC-UOH/2014/253

10th September, 2014

To

Deputy Registrar,
University of Haripur,
Haripur, KPK.

Subject: **Policy for attending trainings/workshops/seminars/ conferences.**

With reference to letter No. F. No (02) ORIC-UOH/2014/226, dated 26-08-2014 all HoD,s and faculty members were asked to send their comments in writing to ORIC and with reference to letter No. F.NO. (02) ORIC-UOH/2014/235 a meeting was held in which the entire faculty was invited to discuss the policy in detail. After all this exercise a policy draft has been finalized and being attached herewith for approval please.

Sincerely,

Director

Cc:

- Concerned file

Phone: +92 (0) 995 616240; Email: oric@uoh.edu.pk; Website: www.uoh.edu.pk

OFFICE OF RESEARCH INNOVATION & COMMERCIALIZATION (ORIC)
UNIVERSITY OF HARIPUR, HARIPUR
Khyber Pakhtunkhwa, Pakistan

F. No (02) ORIC-UOH/2014/226

26th August, 2014

To

All HoDs
University of Haripur
Haripur, KPK.

Subject: Review of "Policy for attending trainings/workshops/seminars/ conferences".

Training workshops and participation in international/national conference play important part in professional development of the researcher. Recently, number of faculty members who intend to participate in different training workshops and conferences are increasing which is a good trend in the university. To facilitate faculty members to participate in such activities ORIC has developed policy draft (copy attached; and available at http://www.uoh.edu.pk/oric.php?page=MTc3). Kindly circulate the copy among your faculty for review and comments on this policy. Any written comment or suggestion will certainly improve the policy. Comments/suggestion should reach the office of undersign by September 2, 2014 in hard or in soft on zahoor112@hotmail.com.

Sincerely,

Director

Cc:

- P.S. to Vice Chancellor
- P.A. to Registrar
- Concerned file

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OFFICE OF RESEARCH INNOVATION & COMMERCIALIZATION (ORIC)

UNIVERSITY OF HARIPUR, HARIPUR
Khyber Pakhtunkhwa, Pakistan

Phone: +92 (0) 995 616240; Email: ORIC@uoh.edu.pk; Website: www.uoh.edu.pk

F. No (02) ORIC-UOH/2014/235 03rd September, 2014

To

- All HoD's
  University of Haripur.

Subject: **Meeting to Discuss Policy**

With reference to ORIC letter (No: (02) ORIC-UOH/2014/226), dated 26/08/2014, a meeting is scheduled on Friday, 05/08/2014 at 11:00 A.M. in Conference Hall, to discuss proposed draft of University Policy for employees to attend Training/Workshop/Seminars/Conferences.

You are requested to join the meeting and may circulate this letter to all faculty members for participation.

Pl update

Kind Regards,

Director

Cc.
- P.S. to V.C
- P.A. to Registrar
- Concerned file

POLICY FOR ATTENDING TRAININGS/WORKSHOPS/SEMINARS/ CONFERENCES

FOR

UNIVERSITY OF HARIPUR, HARIPUR KHYBER PAKHTUNKHWA, PAKISTAN

Prepared by:

Office of Research, Innovation & Commercialization (ORIC)

University of Haripur

POLICY FOR ATTENDING TRAININGS/WORKSHOPS/SEMINARS/CONFERENCES

1. Objective:

For training and development needs of its employees (teaching & non-teaching staff), University of Haripur will facilitate the acquisition of knowledge & skills required to maximize their performance in their respective fields/job.

2. Procedure:

2.1. International trainings/courses/seminars/workshops/meetings/visits

The procedure for foreign training/courses/seminars/workshops/ meetings/visits is as follows:

2.1.1 Mostly information regarding training workshops is routed through Higher Education Commission (HEC), Government of Pakistan. Majority of which are fully sponsored by different international organizations.

2.1.2 Faculty/employee may search for any training/workshop by themselves and apply for funding.

2.1.3 Training invitations that entail financial implications should be judiciously availed.

2.1.4 After the invitation for nominations are received by ORIC through the HEC or any other body, ORIC department will forward the course invitation to all relevant Head of Departments/Sectional heads to nominate suitable faculty member/s or employee considering the requirement of training/workshop/course.

2.1.5 Within three (3) working days of receiving the invitation documents from ORIC department, HOD's/Sectional Heads will nominate an employee from their respective Department/Section, taking into consideration relevance of training, professional development of employees and equitable distribution of training opportunities.

2.1.6 Head of the department should take consent of the employee before nominating his/her name for any training/workshop.

2.1.7 If the departments fail to send nomination within due time then ORIC may nominate the suitable faculty member considering the ORIC database of faculty.

2.1.8 Trainings for which the final submission date is less than one week, nominations will be made directly by ORIC with consent from HoD, and approval from competent authority.

2.1.9 If any employee is succeeds to win any fully funded training/workshop abroad and don't need any financial support from university, still he/she must have to inform ORIC before his/her travel to abroad.

2.1.10 ORIC will initiate meetings of Nominations Committee (NC), whose composition is available in Annex-1 for foreign training nominations as and when required in which final approval will be granted.

2.1.11 For an employee to be nominated for a training course minimum length of service with University of Haripur should be one (1) year. However, if training is highly relevant and the employee is competent enough, provided there is no eligible employee in competition, length of experience requirement may be waived.

2.1.12 Preference will be given to the regular employees.

2.1.13 Any employee can avail maximum of two foreign trainings/courses/ seminars/workshops/meetings/visits per fiscal year.

2.1.14 The trainee will also be required to make an open presentation within 10 working days of his/her return to disseminate the gained knowledge through ORIC.

2.1.15 On return from training, the trainee will be required to submit a copy of certificate of participation and submit a report formatted as in Annex-2, within 10 working days of his/her return.

2.2 National trainings/courses/seminars/workshops/meetings/visits

2.2.1 For the nomination of trainings/courses/seminars/workshops/meetings-/visits inside the country same procedure outlined in sections 2.1.1 to 2.1.9 above will be adopted.

2.2.2 An employee can avail upto three national level trainings/courses/seminars/workshops in a fiscal year.

2.2.3 On return from training, the trainee will be required to submit certificate of participation and submit a report formatted as in Annex-3, within 7 days of his/her return.

2.3 International Conferences

For international Conferences rules set by HEC i.e two international conferences per year will be followed. If any participant succeed to avail any other funding opportunity or is willing to finance his/her visit personally to attend the conference he can attend more than two conferences.

The University employee should apply first to HEC for travel grant and on rejection of application from HEC, University of Haripur will partially finance travel. University of Haripur would pay only one of the two components i.e. either registration fee plus accommodation expenses OR air fare only.

On return, participant will be required to submit certificate of participation and a report (Annex-2), within 7 days of his/her return.

Note: International Conference financial support is subjected to the approval of Competent Authority and availability of funds.

3. National Conferences

3.1 Employees will have the opportunity to avail up to three conferences inside the country.

3.2 Faculty should have acceptance letter from the conference organizers to participate in conference and apply to ORIC on prescribed proforma (Annex-3)

3.3 University will provide registration fee and TA/DA as per university rules.

3.4 On return, participant will be required to submit certificate of participation and a report (Annex-2), within 7 days of his/her return.

3.5 University employees can request for air ticket inside the country that may be granted as per approval of competent Authority.

4. Sureties and Penalties:

4.1 If an employee refuses to attend training subsequent to selection by the sponsoring organization, without providing a solid justification, there will be a one year bar on his/her nomination for any other course.

4.2 Employees of University of Haripur benefiting from international training/ international study visits sponsored by Government of Pakistan (especially under the Public Sector Capacity Building Programme) will continue to service with University of Haripur for a minimum period of one (1) year, starting from the date of their return to duties. This clause does not apply on national level trainings/seminars/workshops etc.

5. Guidelines for filling training nomination form:

5.1 Please read carefully the instructions on the application form provided by the training organization before filling any section of the application form. In most of the cases, application is the only mean available to the evaluators to judge applicants.

5.2 Please fill in all the relevant sections and answer all questions. Do not leave any relevant column/question unanswered.

5.3 Most of the application forms are available online therefore kindly type them. If this is not possible, use black ink and capital letters for completing the application form. It is extremely important to complete the application neatly and clearly.

5.4 Most applications have questions relating to relevance of the programme and aims of the applicants to undertake the programme. Such questions should be answered with extreme care and in detail. (This could be the deciding factor in the selection of applicants. If the information is not highlighted well, it may be assumed that there is no relevant information).

5.5 In cases, where English proficiency test scores (IELTS / TOFFL etc) or other tests (GRE / GMAT) are required, every effort must be made to enclose the same with the application. In case the tests have not been taken, a statement by the applicant explaining the status of test should accompany the application form. The best way is to apply for the test and provide the results as soon as possible.

5.6 If required the applicants to provide Recommendation / Reference Letters. If specified, the Recommendation Letters must be obtained on prescribed format or form. The Recommendations, depending on their type (Academic or Professional), must be obtained from persons who have good knowledge about the applicants academic / professional abilities and personal traits. The Referees / Recommenders are expected to provide candid comments regarding the applicant's capability, relevance to the programme and motivation. The Recommendation Letters must be obtained in sealed envelopes with signatures of the Recommender / Referee across the seal of the envelope and enclosed with the application form unopened.

5.7 If required copies of transcripts (Detailed Mark Sheets) and degrees / diploma. These copies have to be certified / attested by the issuing authorities (e.g. University Registrar) and in some cases by Higher Education Commission (HEC).

5.8 The completed application form and all other required documents must be sent to ORIC on time so as ORIC can process applications and send to relevant authorities before the application deadline. (No purpose will be served by sending the papers after the deadline has passed, therefore kindly abide by the deadlines provided by ORIC department).

5.9 If desired, ORIC department will be glad to guide any employee in case of any confusion in understanding the content of application, if required. The concerned employee may get the filled application vetted by their Head.

6. Procedure for approval of international training/seminars/workshops:

6.1 All the application forms should be forwarded through proper channel.

6.2 The training programs received by Government of Pakistan are forwarded mostly by EAD to all the Ministries and therefore in most of the cases there are a lot of nominations for a single training program. Most of the trainings forwarded to University of Haripur are by Economic Affairs Division (EAD) or HEC.

6.3 For Asian Productivity Organization (APO) programs nomination(s) from University of Haripur are forwarded to Higher Education Commission (HEC), HEC considers this along with nominations received from other universities under its administrative control and then forwards it to National Productivity Organization (NPO). NPO finalizes the nomination(s) and forward the finalized nominations to Asian Productivity Organization (APO). APO takes the final decision.

6.4 All other trainings are forwarded to Higher Education Commission (HEC), HEC finalizes and then forwards them to Economic Affair Division (EAD). Foreign Training Committee in EAD selects the nominees and forwards the nomination(s) to the concerned organization; which takes the final decision.

Annex-1: Nomination Committee(NC) for foreign trainings

Nomination Committee is comprised of following;

Vice Chancellor (VC), University of Haripur	Chairman
Registrar, University of Haripur	Member
Director, ORIC	Member
Treasurer, University of Haripur	Member
Senior most Dean of any faculty/HoD	Member
In-charge trainings/HR Manager, ORIC	Secretary (Non-Voting Member)

Annexure-2: Event Report Form

(Seminars, Conferences, Symposiums, Workshops, Lectures etc. attended)

1. Data of event attended:

Name:_____ **Designation:**_____ **Deptt.:**_____ **Cell No.** _____

Event details:	(Lecture/seminar/conference/workshop/symposium)
Title:	
Venue:	
Date(s).	

2. Report:

Signature

3. Check list:

Have you attached Certificate of Participation from the event organizer?	Yes / No
Have you filled and attached the Prescribed UoH TA/DA form	Yes / No
Have you attached your tour approval?	Yes / No
Have you attached your Car Registration document if traveled by personal car? ***(All officers below Grade 20 must have to take written approval for use of personal car and attach copy of it)***	Yes / No

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Annexure-3: Application Form to Participate in Event

1	**APPLICANT'S PROFILE:** *(please attach 2-3 page CV with the application form highlighting your research publications in peered review journals)*		
	Name		
	Designation		
	Department		
	Regular/IPFP/Hired/Visiting Faculty		
	Contact Details	Cell: Email:	
2	DETAILS OF CONFERENCE/SEMINAR/WORKSHOP		
	Title of the Event		
	Event Date(s)		
	Venue (City & Country)		
	Organizer of the Event *(name of university/society)*		
	Contact details of the organizers	Cell: Email: Website:	
	Please attach information regarding aims, objectives, themes, organizing committee and keynote speakers of the event.		
3	DETAILS OF PAPER FOR CONFERENCE PRESENTATION		
	Title of the Research Paper *(Attach copy)*		
	Mode of Presentation (please tick one) *(Letter of acceptance/invitation should clearly indicate the mode of presentation)*	Oral	Poster
	Will the abstract/paper be published in Book of Abstracts/Proceedings/Journals of Conference etc.? *(Attach Documentary evidence)*	YES	NO

	Please note that an email from organizer clarifying the mode of presentation, peer review and publication would also be acceptable.

4 FINANCIAL ASSISTANCE PROVIDED BY EVENT ORGANIZERS OR OTHER SPONSORS

Item	Amount (Rs.)	Sponsor
Travel Cost		
Registration Fee		
Accommodation Charges		
Daily Allowance		
Total		

5 FINANCIAL ASSISTANCE REQUESTED FROM UNIVERSITY

Item	Amount (Rs./US$)	Documents Required
Registration Fee		Attach documentary evidence (mandatory)
Travel Cost *(Provision of air ticket is subjected to approval of competent authorities)*		Quotation from travel agent for the shortest route (mandatory)
Total		

6 DETAILS OF PREVIOUSLY AVAILED TRAVEL GRANTS

Date of Event	Name of event	Venue

7 UNDERTAKING BY THE APPLICANT

I hereby undertake and affirm that:

- The substance of the research paper being presented (as indicated above) is based on the original research conducted by me / us. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant.
- The above paper has **not been presented/submitted** in any other conference/workshop etc. and also **has not been published** elsewhere.
- All the information provided above is true to the best of my knowledge and belief.
- All the supporting documents submitted are authenticated.
- I hereby undertake and affirm that the paper has been checked for Similarity Index using TURNITIN software and the Similarity Index of the paper is _____%.
-

_____	___/___/ 20___	_____
SIGNATURES OF THE APPLICANT	DATE	SIGNATURE & STAMP OF HOD

8	**VERIFICATION BY THE DIRECTOR ORIC**
	_____ SIGNATURE OF DIRECTOR
9	**VERIFICATION BY THE HEAD OF INSTITUTION**
	_____ SIGNATURE OF DY/REGISTRAR Marked to: — Director ORIC — Treasurer Office — Concerned officer

IMPORTANT: The application must be submitted along with the supporting documents at least 2 weeks prior to the event date.

Subject: Minutes of Meeting on "Policy to travel for Workshop/Training/ Conference etc."

A meeting was held on subject matter on September 5, 2014 at senate Hall of UoH. Following changes were proposed during the meeting. List of participants is attached.

Article	Proposed	Changed
2.1.8	Trainings for which the final submission date is less than one week, nominations will be made directly by ORIC with approval to competent authority.	Trainings for which the final submission date is less than one week, nominations will be made directly by ORIC **with consent from HoD**, and approval from competent authority.
2.1.10	For an employee to be nominated for a training course minimum length of service with University of Haripur should be one (1) year. However, if training is highly relevant and the employee is competent enough, provided there is no senior employee in competition, length of experience requirement may be waived.	For an employee to be nominated for a training course minimum length of service with University of Haripur should be one (1) year. However, if training is highly relevant and the employee is competent enough, provided there is no **eligible** employee in competition, length of experience requirement may be waived.
2.1.11	Preference will be given to the permanent employees.	Preference will be given to the **regular** employees.
2.1.12	If an employee has successfully attended foreign trainings/courses/ seminars/workshops/meetings/visits, there should preferably be a gap of six (6) months before he/she can be nominated for any other international training/seminar/workshop etc.	**Any employee can avail maximum of two foreign trainings/courses/ seminars/workshops/meetings/visits per year**
	On return from training, the trainee will be required to submit certificate of participation and submit a report formatted as in Annex-2, within 7 days of his/her return.	On return from training, the trainee will be required to submit a **copy of** certificate of participation and submit a report formatted as in Annex-2, within **10 working days** of his/her return.
	If an employee has successfully attended national level trainings/courses/seminars/workshops/conferences etc., there should preferably be a gap of three (3) months before he/she can be nominated for any other national level training/seminar/workshop etc.	**An employee can avail three national level trainings/courses/seminars/workshops/conferences etc., per fiscal year.**
	Faculty will have the opportunity to avail up to four conferences nationwide in a year.	**Employees will have maximum of Three national conference per fiscal year.**
	Only HoD/Section head, head of the	**University employees** can request for air

	administrative section, Associate professor or above can request for air ticket inside the country.	ticket inside the country that may be granted as per approval of competent Authority.

Director