



# **Gujarat Technological University**

**(Accredited with A+ grade by NAAC)**

## **Policy Document on**

## **Skill Up-gradation Policy**

**(Version 1, Effective from Financial Year 2025-26)**

## Background

Gujarat Technological University (GTU) was established in 2007 as a technological university with the objectives of developing knowledge of science, engineering, technology, management for the advancement of the quality of life of mankind by creating centers and institutions of excellence in the above mentioned academic domains. GTU has received A+ Grade in the NAAC first cycle and secured rank in Top 100 Universities under State Public University category and ranked in Top 50 universities under Innovation category in NIRF- 2025.

GTU is a State University with more than 400 affiliated colleges in its fold operating across the state of Gujarat through its FIVE zones at Ahmedabad, Gandhinagar, Vallabh Vidyanagar, Rajkot and Surat. The University caters to the fields of Engineering, Architecture, Management, Pharmacy, Computer Science and Applied Science. The University has about 2, 25,000 students enrolled in a large number of Diploma, Undergraduate, Post Graduate programs along with the robust Doctoral program. GTU has successfully started its Post Graduate Schools in the area of Engineering, Management, Pharmacy and Applied Science and offering very unique UG/PG programs approved by respective regulatory bodies i.e. AICTE/PCI/COA.

### **SUP Implementation at University:**

#### **SUP Implementation: Financial Year 2025-26**



## **Vision**

To be a global university for the creation and dissemination of knowledge and Innovation in Science & Technology, Humanities and Multidisciplinary domains for sustainable development and enrichment of human life.

## **Mission**

1. To develop centres of academic excellence at university premises and at affiliated colleges in domains of science, engineering, technology, management, and environment for imparting comprehensive education, training, and research infrastructure as per the nation's requirements.
2. To build resources, facilities, proficiencies and other related infrastructure of global standard for the development of knowledge, skills, and competencies in the various educational domains.
3. To develop research-oriented pedagogy for flourishing ideas and to nurture innovators, entrepreneurs and professionals of tomorrow.
4. To build and enhance collaborations with other academic, research, industry, and government organizations as well as NGOs across the globe so that education, training and research at university and its affiliated colleges become aligned with national and global level requirements.
5. To encourage multidisciplinary research and develop flexible learning ecosystem.

## **CORE VALUES**

- Excellence with value-based education.
- Responsiveness to society.
- Integrity and transparency.
- Mutual Respect.
- Sustainable development.



# Skill Up-gradation Policy

## 1. Introduction

Gujarat Technological University is committed to foster a culture of continuous learning and professional development among its non-teaching staff. This Skill Up gradation Policy outlines the framework for identifying training needs, providing opportunities for skill enhancement, and promoting lifelong learning to ensure the delivery of high-quality academic services. Skill up-gradation is necessary for the benefit of institution as well as personal development of staff members.

## 2. Scope

This policy applies to non-teaching staff members of the university. Staff members with contractual/regular appointment on GTU pay roll may avail the benefit of this policy.

## 3. Objectives

- 3.1 To achieve strategic goals of GTU along with staff development.
- 3.2 To promote innovation and excellence in job performance staff members.
- 3.3 To identify and address skill gaps among non-teaching staff members.
- 3.4 To enhance job satisfaction and career advancement opportunities for employees.

## 4. Eligibility:

- 4.1 The policy is applicable to all permanent or contractual non-teaching staff members serving on full time basis.
- 4.2 The applicant must have completed two years/Contracts (two years for permanent employees and two contracts of 11 months for contractual employees) at GTU. If the employee was earlier contractual and currently permanent then the years spent in contractual will be counted as a part of two years of eligibility under this scheme.
- 4.3 The applicant who have completed two years/Contracts in a different designation at GTU and presently working on some other designation will also become eligible under this scheme in the very first year of new designation.

## 5 Type of Courses/Training/certification recommended under the scheme:

- 5.1 The policy is applicable to all permanent or contractual non-teaching staff members serving on full time basis. Skill up gradation courses those are essential to keep updated with Technological Development helpful in day to day working of employees at university.
- 5.2 Employees are advised to Join/Carryout the training/Certificate courses/Programs with respect to their current designation/Job Profile or future planning at University.
- 5.3 Professional Certification courses that certify an employee in a certain specialty.



## 6. Financial Assistance as a Sponsorship:

The Financial Assistance will be provided to all the eligible employees as per following table

**Table 1.1 Financial Assistance to Employees**

| Sr. No. | Particular                                                                                                                                             | Financial Assistance                                                                                             |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 1       | For participation in the State/National Level training/ skill upgradation certificate course/program (training program must be organized within India) | <ul style="list-style-type: none"><li>Fully sponsored by GTU up to the maximum limit of Rs. 50,000/-</li></ul>   |
| 2       | For Participation in the international level training/skill upgradation certificate course/ program (training program must be organized outside India) | <ul style="list-style-type: none"><li>Fully sponsored by GTU up to the maximum limit of Rs. 1,00,000/-</li></ul> |

## 7. General Guidelines of the Scheme:

- 7.1 The employees are advised to choose the certificate/training program based on their current job profile/job role at GTU. The certification must help them to enhance the efficiency of their daily work at GTU.
- 7.2 GTU will provide the financial assistance to employee for their skill up-gradation training/certificate program organized by well reputed Government or Non-Government academic institutes which are accredited by NAAC/NBA or ranked in latest NIRF ranking.
- 7.3 The employee may chose skill up-gradation training/certificate program from well reputed Government or non-government non-academic institutes also. In this case, the employees have to provide the justification for choosing the same which must be endorsed by respective section heads.
- 7.4 Applicant will be eligible for reimbursement of training-related expenses, including Registration Fees, Training Fees, Certification Fees/Exam Fees, Visa fees (if applicable) Travelling Allowance, Daily Allowance and Accommodation expenses. Any other expenses will not be reimbursed by university. The TA, DA and Accommodation norms will be as per GTU norms.
- 7.5 The financial assistance will be provided in the form of Reimbursement with prior approval of the competent authorities of university after successful participation and submission of the required documents along with original bills at IQAC within time limit and after due approval of respective section heads.



- 7.6 The Applicant has to submit the application to IQAC at least 30 working days prior to the training or course commencement for the approval to avail the reimbursement of financial assistance as per **Annexure-1**. IQAC will inform the applicant about the status of application as per the approval of higher authorities.
- 7.7 All employees have to submit the undertaking along with application as per **Annexure-2**.
- 7.8 After successful completion of the training/certificate course, all the employees have to submit the application as per **Annexure-3** to avail reimbursement in the form of financial assistance, the applicant has to submit list of documents as per **Annexure-4** with original bills of expenses within 15 working days after the training/course is over.
- 7.9 The reimbursement would be only provided if the training/certificate course is successfully completed and a certificate of the passing the course/course completion certificate is submitted by employee.
- 7.10 The approved amount of financial assistance will be directly credited in to the bank account of the applicant after the approval of competent authorities of the university.
- 7.11 All applicants must submit their applications through the respective Director/Principal of Constituent College/Section Heads, etc.
- 7.12 Each staff member will get the Assistance once in every two years under this scheme. Hon'ble Vice Chancellor may nominate any employees for certification/ training at any time which will not be counted as a part of this scheme.
- 7.13 The nature of training programme may be online/offline, full time or weekend programme.
- 7.14 The applicant must choose the course/ training program which directly or indirectly, should be valuable to section/institute/university.
- 7.15 Regular/Distance, Bachelors, Masters, PG Diploma or Diploma Programs are not covered under this scheme. In short, this policy does not apply to the academic program which leads to any degree/diploma. But this policy promotes short term skill certification course/ programs which enhance the efficiency of employee at workplace.
- 7.16 Applicant will get Duty Leave for training and certification for the duration of the course/program subject to maximum 2 weeks (excluding travelling). If the training programme/course is more than 2 weeks, then staff member will be allowed after the approval of higher authorities on the recommendation of Director/Principal/section head.
- 7.17 If an applicant decides to leave the organization within a year after receiving the benefit under this scheme, he/she will be required to repay the entire financial support received under this scheme by cheque to GTU.

**Note: All TA/DA/Accommodation norms will be as per GTU norms published and updated at the time of application.**



# Annexure-I

## Application form to avail the benefit under Skill Up-gradation Policy of GTU

|                                              |  |
|----------------------------------------------|--|
| Name of the Employee                         |  |
| Department Name                              |  |
| Designation                                  |  |
| Joining Date and<br>Employee ID              |  |
| <b>Course/Certification Details:</b>         |  |
| Name of Course/<br>Certification             |  |
| Organisation where course<br>is conducted    |  |
| Type of course                               |  |
| Duration of course                           |  |
| Commencement Date                            |  |
| Ending Date                                  |  |
| Mode of delivery<br>(online/offline)         |  |
| Last Sponsorship availed<br>details (if any) |  |
| Brochure of program and<br>other documents   |  |

|                                   |  |
|-----------------------------------|--|
| <b>Bank Details of Applicant:</b> |  |
| Name as per Bank Records:         |  |
| Name of Bank:                     |  |
| Branch Code:                      |  |
| Account No:                       |  |
| IFSC No.:                         |  |

Signature of the applicant and Date



**Recommendations of Head of the Section/School/Constitute Institute**

Mr./Ms./Dr. \_\_\_\_\_ is here by Recommended for the training/

certificate course i.e. \_\_\_\_\_ during \_\_\_\_\_

to \_\_\_\_\_ <dates>.

Remarks (if any): \_\_\_\_\_

Name of Section Head/Director/Principal: \_\_\_\_\_

Working Load Adjustment Details: \_\_\_\_\_

Signature of Section Head/ Director /Principal

**Encl.:**

1. Proof of Certification Course/Training
2. Required Annexures





## ANNEXURE-II

### UNDERTAKING OF APPLICANT

I, \_\_\_\_\_ hereby acknowledge and agree to the terms and conditions outlined below in order to participate in the training/course under the University Scheme:

I understand that by participating in this training/course, I am committing to enhancing my skills and knowledge in alignment with the objectives of the University Scheme.

I agree to abide by all rules, regulations, and guidelines set forth by the training/course provider and the University Scheme during the duration of the program.

I acknowledge that the assistance provided under this scheme is contingent upon successful completion of the training/course and is subject to approval by the higher authority.

I understand that if I decide to leave the organization within one year after completing the training/course, I am obligated to repay the entire assistance received under this scheme.

I consent to the sharing of necessary information related to my participation in the training/course with relevant authorities within the organization and the University Scheme.

I affirm that all the information provided in my application for the University Scheme is accurate and complete to the best of my knowledge.

I understand that any misrepresentation of information or failure to comply with the terms of this undertaking may result in the revocation of my participation in the University Scheme and the recovery of any financial assistance provided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Note: This form is to be signed by the applicant before participating in the training/course under the University Scheme.]



## ANNEXURE-III

### THE APPLICATION FORM TO AVAIL THE REIMBURSEMENT OF FINANCIAL ASSISTANCE FOR PARTICIPATION IN TRAINING/ CERTIFICATION COURSE etc.

|                                                                |  |
|----------------------------------------------------------------|--|
| <b>Applicant Details:</b>                                      |  |
| Name:                                                          |  |
| Designation:                                                   |  |
| Department:                                                    |  |
| Mobile No.:                                                    |  |
| E-mail ID:                                                     |  |
| Event Name and Category<br>(Training/ Certification<br>Course) |  |
| Total No. of Days of Event                                     |  |
| Title of the Course/Training                                   |  |
| Date(s) of Course/Training                                     |  |
| <b>Approximate Total Expenses of Participation (in INR):</b>   |  |
| Registration fees:                                             |  |
| Travelling Allowance:<br>(local & Out Station)                 |  |
| Daily Allowance:                                               |  |
| Accommodation<br>expenses:                                     |  |
| Miscellaneous expenses:                                        |  |
| <b>Total Approximate<br/>Expenses</b>                          |  |



|                                   |  |
|-----------------------------------|--|
| <b>Bank Details of Applicant:</b> |  |
| Name as per Bank Records:         |  |
| Name of Bank:                     |  |
| Branch Code:                      |  |
| Account No:                       |  |
| IFSC No.:                         |  |

<Name & Signature of Applicant>

<Recommendation of Director/Principal/Section Head>

- Encl.:1. Brochure of Training/Course  
 2. Copy of Certificate  
 3. Any other supporting documents



## **ANNEXURE-IV**

**List of documents is required to attach to avail reimbursement in the form of financial assistance for participation in Certification Course/Training, etc.**

1. A copy of E-mail confirmation from IQAC regarding approval of application/ proposal regarding reimbursement.
2. All original bills of Travelling expenses, Dearness Allowance, accommodation expenses, etc.
3. Payment receipt of Registration Fees, Examination Fees and Course Fees of Course/Training.
4. A report of 2-3 pages on the participation in the Training/Course
5. A copy of the certificate of participation.
6. Any other relevant documents.
7. Demonstration of learning outcomes in the form of pedagogy will be done at respective department/IQAC.

