

SKILL ENHANCEMENT POLICY FOR NON-TEACHING STAFF

A. PREFACE

- These rules shall be applicable to all non-teaching employees of P P Savani University appointed under any of the institution managed by P P Savani University.
- The guidelines are to facilitate non teaching-staff of various constituent institutes of P P Savani University to encourage them to enhance their skills from P P Savani University.

B. GUIDELINES

- This policy will be applicable to the staff who have completed minimum 2 years at P P Savani University.
- A 50 to 100% financial reimbursement of fee can be granted to the staff based on his/her contribution towards the development of P P Savani University.
- After completion of the course staff will have to serve P P Savani University for minimum 1 year. In case any staff who has availed the benefit under this policy and left institute before 1 year, he/she shall be liable to pay course fee amount with interest of 12% per year.

C. PROCEDURE

- To avail this reimbursement facility, staff will have to submit an application form to HR before commencement of course.
- Provost will form committee of four people including of himself, HR, Registrar and Deputy Registrar. Based on the recommendation of committee final reimbursement of fee will be given to the staff.




Deputy Registrar