

Schedule 17. Pre-departure form for the Candidates Availing Long Term Studies

An employee while availing long term studies shall:

1. Strive for academic excellence as the primary objective of training is to learn, update knowledge, skills and abilities. Further, performance during training shall form part of the performance appraisal for promotion and/or any personnel action;
2. Conduct himself in a manner befitting his status and acceptable to the training institute;
3. Refrain from engaging in political, criminal or commercial activity;
4. Refrain from giving expressions and statements on sensitive policy matters on national or international affairs including written or oral statement without specific prior approval of the government on such issues;
5. Submit a course Joining Report to the corporation (via e-mail) within two weeks of joining the programme;
6. Submit semester/progress reports;
7. Seek approval of the corporation before undertaking field trips. The corporation shall fund mandatory trips only;
8. Not change from the training programme or institute specified in the letter of Award;
9. Not take additional course;
10. Complete the training within the duration specified in the award letter and no extension shall be approved;
11. Not be granted extension to undertake an additional course;
12. Prior approval of the corporation shall be required for extension, for reasons beyond the control of the candidate;
13. Training of an employee shall be terminated if:
 - 13.1 The conduct of a candidate is not in conformity to the service rule and/or to the university rules;
 - 13.2 The performance of the candidate is unacceptable to the corporation and/ or University;
 - 13.3 The candidate does not fulfil the attendance and other requirements stipulated by the institute;
 - 13.4 The candidate fails to complete the course in the specified period and approval for extension is not accorded.
14. A candidate upon completion of the training shall:

14.1 Return and report to the corporation with joining report, certificate/provisional certificate/letter of completion within three weeks after completion of training; and

14.2 Submit a written explanation, if there is any delay in submitting the report.

I, hereby do confirm that I have been briefed on rules governing my training and I have understood them, including the implication and consequence of deviating from them. In the event; I fail to abide one of the terms and condition stated above, I and/or the guarantor shall be liable for legal action by the corporation.

Name: _____

Signature

(Dated): _____

e-mail: _____

Guarantor: _____ Signature (Dated): _____

e-mail: _____ Tel./Mobile: _____

Briefed by (Name and Signature): _____