

GEOLOGICAL SURVEY OF INDIA
Training Institute, Hyderabad

Guideline for defining Training/Workshop Session in GSI

As per record, there is no guideline available in GSI on training sessions like duration, no. of session/day etc. The matter has been discussed during 16th TAC meeting on 16th August, 2018. In the said TAC meeting, DG, GSI directed GSITI to maintain a uniformity in duration of each training session across all the HQ, RTIs and FTCs. DG, GSI also advised GSITI to constitute a committee to finalize guideline on it. Accordingly, a committee has been constituted by the Head, M-V on 17th August, 2018 to submit their recommendation on the above issue.

The committee has gone through the guidelines, as available online, various circulars issued by departments like DOPT, Dr. Marri Channa Reddy Human Resource Development Institute (Dr. MCHRD) Hyderabad, Institute of Secretariat Training and Management, New Delhi, etc. It has been observed that there is no strict guideline for defining a training session and all departments have been following as per their need. The committee at the first instance prepared a draft guideline and forwarded to all the Directors of HQ, RTI's and FTC's of GSITI. The comments of all the end users have been incorporated and a final guideline is submitted as below:

1. A session may be defined as the time duration of a theoretical lecture, exercise, practical (Lab) or field activities.
2. Duration for each session like classroom, exercise, laboratory, field etc. may vary depending on the course content, topics covered (major or general) and activities involved. A session may be of at least one hour duration.
3. Each training/workshop day can be classified into any one of the following
 - a. Maximum of four classroom sessions (additional sessions in exceptional cases with prior approval of TIHQ)
 - b. Two laboratory sessions (for high end laboratory like EPMA, ICPMS, AAS, XRF etc. maximum four sessions)
 - c. Two field sessions
 - d. Two exercise sessions
 - e. Two classroom sessions and one laboratory session (or two for high end labs)
 - f. Two classroom sessions and one exercise session (or two exercise sessions for specialized training)
 - g. One field session and one classroom session

4. Services of a guest faculty may be utilized in a field or exercise session for a trainee strength of 15-20 and in a laboratory session for a trainee strength of 10-12. However, if the trainee strength is nearing double, an additional guest faculty may be considered. But in any case, for a field/ laboratory/ exercise session, total number of core plus guest faculty should not exceed four (additional guest faculty in exceptional cases with prior approval of TIHQ).
5. In general, services of a guest faculty may not be utilized for more than two sessions per day (irrespective of lecture, exercise, laboratory or field). However, when an outstation domain expert is invited as guest faculty, his service may be utilized to the fullest with the prior approval of TIHQ.
6. The honorarium to the guest faculty is to be paid per session as per the prevailing rate reflected in Delegation of Financial Power, which is being modified from time to time.