



Impact of “Modified Training Structure” & various clarifications related with the same.

This is to be informed to all concerned students that “Modified Training Structure” has been implemented w.e.f. 1st April, 2014 for the students of the Institute.

The modified training structure shall be applicable to:-

- (i) a student registered to the Executive Programme on or after 1st April 2014; and
- (ii) a student registered to the Executive Programme on or before 31st March 2014, if (s) he opts for the modified training structure in lieu of the earlier structure.

In view of the same, following is the status of applicability of various trainings to the students :

Type of Training	Duration of training	Earlier Training Structure <i>(Applicable to students registered in CS Executive Programme on or before 31.03.14)</i>	Modified Training Structure <i>(Applicable to students registered in CS Executive Programme on or after 01.04.14)</i>
Computer Training	Seventy Hours	Not Applicable	Not Applicable
Student Induction Programme (SIP)	Seven days <i>(to be undergone after taking registration in Executive Programme)</i>	Not Applicable	Not Applicable
Executive Development Programme (EDP)	Eight days <i>(to be undergone after passing examinations of Executive Programme)</i>	Applicable	Not Applicable
Long term internship with specified entities	-	Fifteen months (after passing Executive Programme)	Three years on registration to Executive Programme Or Two years after passing the Executive Programme Or One Year after passing the Professional Programme
Professional Development Programme (PDP)	Twenty five hours	Applicable	Not Applicable
Training with specialized agency	Fifteen days <i>(to be undergone after passing examination of Professional Programme)</i>	Applicable	Not Applicable
Management Skills Orientation Programme (MSOP)	Fifteen days	Applicable	Applicable

In view of the above, it is clarified that :

- i) SIP is no more applicable to any CS students (whether registered in Executive Programme on or before 31.03.14 / or registered in Executive Programme on or after 01.04.14). Regional Councils / Chapters may continue conducting batches of SIP till clearance of pending waiting list of students who have already deposited the fees for SIP, purely on voluntary basis with an option to such students to take refund of the fees paid by them for SIP.

ii) **Leave allowed during training period**

Maximum number of leaves to be allowed to the students undergoing training under the earlier training structure and modified training structure: -

Particulars	Earlier training structure	Modified Training Structure		
	15 months training	3 years training	2 years training	1 year training
Students registered in Executive Programme	Not applicable	36 days casual leave + 72 days leaves for study & examinations	Not applicable	Not applicable
Students passed Executive Programme	15 days casual leave + 30 days leaves for study & examinations	Not applicable	24 days casual leave + 48 days leaves for study & examinations	Not applicable
Students passed Professional Programme	15 days casual leave	Not applicable	Not applicable	12 days casual leave

It is further clarified that: -

- i) One casual leave can be availed for each month of training undergone.
- ii) Any un-used casual leaves shall be lapsed at the end of training period.
- iii) Leaves applicable for study & examinations are to be granted for appearing in CS examinations only.
- iv) If any student is doing some part of training at one organization and remaining part of training at another organization, then leaves shall be calculated on pro-rata basis.
- v) If at any stage any student has passed examinations of all modules of Professional Programme, then from the date of declaration of result of his/her professional programme examination he /she shall be no more eligible for leave allocated for study & examinations. He /she shall only be eligible to avail the casuals leave on pro-rata basis for his/her remaining period of training.
- vi) If any student takes leaves during training period more than his/her entitlements, his/her training period shall get extended for the number of days he/she has exceeded the limit.

- vii) Sunday and holidays falling in between the continuous period of leave availed for the purpose of study & examinations shall be counted for the number of days of leaves availed. Whereas if availing casual leaves, Sunday and holidays falling in between shall not be counted.
- viii) A student undergoing 15 months or 3 years or 2 years training, after passing Professional Programme examination in between the training period shall be eligible to avail casual leave @ 1 day per month only for the remaining period of training.

iii) Stipend payable to students:

The minimum amount of stipend payable to the students is as follows: -

Particulars	Students who are undergoing training after taking registration in Executive Programme	Executive Passed Students	Professional Passed students
If undergoing training under PCS	Minimum amount of Rs 2000/- per month (recommended for approval)	Minimum amount of Rs 3000/- per month (already approved)	Minimum amount of Rs 4000/- per month (already approved)
If undergoing training at Company /other entities	Minimum amount of Rs 3000/- per month (recommended for approval)	Minimum amount of Rs 4000/- per month (already approved)	Minimum amount of Rs 5000/- per month (already approved)

It is clarified that if any student is already undergoing training for 15 months / 3 years / 2 years and during the period of training at any time he/she passes examination of Executive Programme or Professional Programme, then his/her minimum amount of stipend for remaining period of training shall be in accordance to the above table as applicable to the higher stage.

iv) Quarterly Report & Project Report

The number of quarterly reports to be submitted with the Institute under the earlier training structure & modified training structure shall be as under: -

3 years training	-	12 Quarterly Reports
2 years training	-	08 Quarterly Reports
1 year training	-	04 Quarterly Reports
15 months training	-	05 Quarterly Reports

It is also clarified that each student undergoing training (whether for 15 months / 1 year / 2 years / 3 years) shall be required to submit a project report to the Institute at the end of his tenure of the training on any subject/topic assigned by his/her trainer.

Training / 18.09.14