

**Vidarbha Youth Welfare Society's
PROF RAM MEGHE INSTITUTE OF TECHNOLOGY & RESEARCH, BADNERA**

Policy for granting permission to the Teachers for attending online /offline Local/University/Regional/State/National/International Level Short Term Training Program/Quality Improvement Program/Webinar/ Conference /Seminar /Symposium/Workshop within India

(1) 1 Applicability :-

This Policy shall be applicable to the teaching faculties appointed as a Professor/Associate Professor/Assistant Professor on a regular/ adhoc/ contract basis by the authority of the institute within India.

2 Granting Permission :-

(i) The teacher shall apply to the Principal in the prescribed format (Appendix-A) through Head of the Department for granting permission for attending the online /offline Local/University/Regional/State/National/International Level Short Term Training Program/Quality Improvement Program/Webinar/ Conference /Seminar /Symposium/Workshop within India

(ii) The Principal shall be the final authority for granting permission.

(iii) The Teacher shall be entitled for Registration Charges and Publication Fees, only if attending in Online Mode and T.A./D.A. will be included if attending in Offline mode. All the expenses will be borne by the institute. Provided that inviting agency is not providing any type of financial assistance to the participants.

(iv) This facility can be availed by the teacher maximum 2 times either Online and/or Offline mode in a financial year. However, the Principal may permit a teacher for more than 2 times depending upon merit of the case.

(v) In case of Conference, etc., if a teacher is not presenting any papers/poster or not delivering talk/lecture or chairing the session (merely participating /attending) then, they may be granted permission by the Principal. Registration Charges and Proceeding/ Publication Fees, etc. in such case have to be borne by the concerned teacher. However, in case of Webinar /Seminar / Workshop (Where Paper/Poster presentation is not applicable), Clause No.(iii) will be applicable.

(vi) The Teacher shall be entitled to duty leave as per prescribed rules.

(vii) An application shall be submitted by the teacher through proper channel within seven clear days prior to the date of the commencement of the Webinar/ Conference/ Seminar/ Symposium /Workshop etc.

(viii) After attending the Webinar/ Conference/ Seminar/ Symposium /Workshop, etc, a report of the same along with a brief note on the benefits derived should be submitted to the Principal office for information and perusal.

(ix) The report in the prescribed format (Appendix-B) along with supporting documents such as attendance record in the form of screen-shot/certificate, etc. of the Webinar/ Conference/Seminars/ Symposia/Workshop, etc. attended shall be submitted to the Dean (R&C).

Appendix-A

**Vidarbha Youth Welfare Society's
PROF RAM MEGHE INSTITUTE OF TECHNOLOGY & RESEARCH, BADNERA**

Sub :- Request regarding permission for attending Webinar/ Conference/ Seminar/ Symposium /Workshop, etc. held online /offline at Local/ University/ Regional/ State/ National/International within India.

I, the undersigned hereby request your honour to grant me permission for attending Webinar/ Conference/ Seminar/ Symposium /Workshop, etc. to be held Online/Offline mode at Local/University/ Regional/ State/ National/International within India.

1. Name of the Teacher :-
2. Designation :-
3. Status of Services :- Regular / Adhoc / Contract
4. Name of the Department :-
5. Details of Webinar/Conference :-
- /Seminar /Symposium/Workshop
 attended during the current
 financial year.
6. Name of Webinar/Conference/ :-
- Seminar/Symposium/Workshop
 applied for.
7. Level of the Webinar/ :- Local/ University/ Regional/ State/ National/
 Conference/Seminar/ International
 Symposium/ Workshop.
8. Place and period a) Place :-
- b) Date :- From..... To
- c) Period :- Days -----
9. Name of the Organisers with :-
- Address.
10. Whether paper/poster has been :- Yes / No/ N. A.
 accepted for presentation
 (If yes, attach proof).
11. Tentative Expenditure : A) Registration Fee :- Rs.-----
 B) Proceeding/Publication Fees :- Rs.-----
 C) Other expenditure, if any :- Rs.-----
 (excluding T.A/D.A.) :- Rs.-----

Total Rs. -----

13. Any other Information, which would be useful in according permission by the Principal.
.....
.....

14. I hereby undertake to complete the workload, if necessary, by engaging extra classes.

Place :- Amravati

Signature of the applicant

Date :- / / 20

Recommendation by Head of the Department

(a) Application is recommended taking into consideration the internal seniority and field of teacher in tune with objectives of event in the department and by granting fair opportunity to the teachers in the department. This is the first / second / third – Webinar /Conference/ Seminar/ Symposium/ Workshop of the applicant for this academic year

(b) Not recommended due to the reason that :- -----

Amravati

Signature & Stamp of HOD

Date :- / /20

Recommendation by Dean (R&C)

The above application has been scrutinized and found that the same is:

1 As per approved policy hence recommended to accord permission to attend the said Workshop/Conference/STTP under Online/Offline mode.

2 Not as per approved policy hence not recommended to accord permission to attend the said Workshop/Conference/STTP under Online/Offline mode.

Dean (R&C)

Approval-cum-permission by Principal

The above application is approved and the tentative expenditure of Rs.----- as requested by the teacher should be borne by the institute for the said Webinar /Conference/Seminar/ Symposium/ Workshop.

The above application is not approved.

Principal
PRMIT&R, Badnera

To
Accounts Section

Appendix-B

**REPORT AFTER ATTENDING WEBINAR/CONFERENCE/ SEMINAR/ SYMPOSIUM
/ WORKSHOP/ETC. WITHIN INDIA**

1.	Name, Designation and Department of the Reporting person.	
2.	Office Letter No. (Please enclose a copy)	
3.	Name & venue of the programme	
4.	Title of paper presented (if any)	
5.	Duration of the webinar/conference/seminar/symposium/workshop	
6.	Leave period	
7.	Out come/Achievement from the programme Attended (in brief)	
8.	Participation/Registration Fee,etc. (Rs.)	
9.	Actual total expenditure incurred (Rs.) as per final claim including Sr.No. 8	
10.	Have you presented the same paper (if applicable) in the department after attending the Programme.	
11.	Enclose a copy of the participation certificate	
Signature of Applicant with date		
Forwarded by the HOD with signature and date		

To
Dean (R&C)

To
Establishment Section for Record