

No. CBIT/ 36 /Admn/2016

Date : 09.12.2016

CIRCULAR

Sub :- CBIT - Procedure for nominating faculty for attending Seminars / workshops / Conferences / Orientation / Refresher courses etc., - Reg.

The procedure on the subject matter discussed at the Heads of the Departments meeting held on 03.12.2016, with minor modification suggested by the Hon'ble President, CBIT, is attached herewith for implementation. The procedure is also placed on the CBIT website for ready reference. The application for attending seminars / workshops / conferences / orientation / refresher courses shall be made by the staff in the prescribed form which can be downloaded from the CBIT website.


7/12/16
Dr. B. CHENNAKESAVA RAO
PRINCIPAL, CBIT

To
All the Heads of the Departments / Sections with a request to circulate the same among the members of the staff working under their control.

Procedure for sponsoring faculty to Orientation Course / FDP / Workshops / Conferences / Seminars :

- The Head of the Department is the authority to decide as to whom to sponsor for a Course / Workshop / Conference / seminar. He / She shall do so taking into account the relevance of the subject matter of the programme with reference to the subjects taught by the faculty member. Normally the recommendations of the HOD are approved by the Principal.
- Normally, more than one faculty member shall not be allowed to attend the same course or any other course at the same time, where the faculty strength of the department is 12 or less. If the department is running 2 / 3 sections, 2 / 3 faculty members may be allowed at the same time. (This is to ensure that the class work is not disturbed).
- The course fee / Travel expenses shall be met by the staff member initially and reimbursement shall be claimed enclosing a note on the proceedings of the course / conference / workshop attended, Participation certificate, fare receipt, claim for travel expenses in the prescribed form limited to Rs.10,000/-. The journey is limited to train or bus.
- Faculty under probation and contract faculty are not eligible to be sponsored to the Orientation Course / Refresher course / FDPs / Symposia / Workshops of a duration of more than one week.
- For Courses attended by the faculty for the purpose of obtaining eligibility for Higher AGP under CAS permission is normally granted during vacation period only. However, when it becomes necessary to attend during working days, vacation shall be adjusted equal to the period of the course attended. Such adjustment is only to the extent of period of vacation to which the candidate is eligible in respect of the Academic year in which he attends the course. In no case, vacation for the next academic year can be considered for adjustment. However, if the course period spills over the period of vacation by less than 6 days, the spillover period shall be considered as OD.
- For the FDPs / Conferences / Workshops for which the faculty is **sponsored by the College**, no adjustment of vacation / leave is made. Normally the period of such FDPs / Conferences / Seminars/ Workshops shall not exceed one week. However in exceptional cases, on the recommendation of the HoDs, Principal may sponsor the faculty for courses having longer duration.

Note : Alternative arrangements for class work / examination duties shall be made in all cases and concerned staff to compensate the same later by special classes so that the faculty can conduct the required number of classes to cover the syllabus

β *9/12/16*



CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (Autonomous)

Application for attending Short-term Course / Workshop / Refresher Course / Orientation Programme. OTHERS (Please Specify _____)

1.	Name of the Staff Member	:	
2.	Designation	:	
3.	Department	:	Ph.No:
4.	i)Particulars of Short-term Course / Workshop / Refresher Course / Orientation Programme proposed to attend	:	
	ii) Venue of the Programme	:	
5.	Duration of the course	:	
6.	Name of the organization conducting the course	:	
7.	whether alternative arrangements are made for class work (give details on the reverse).	:	
8.	Financial commitment.	:	
	a) Course Fee	:	
	b) Travel Expenses & DA. Etc. (Estimate)	:	
9.	Whether attended any other course/s previously during the current academic year if, so give details (Attach separate sheet if required)	:	
10.	Whether presenting papers at the programme proposed to attend now. If, so a copy of the paper to be enclosed.	:	
11.	Recommendations of the HOD	:	

Signature of the employee with date

Signature of the HOD with date

Note : After attending the programme along with your claim for reimbursement of Registration fee and Travel Expenses submit a copy of the proceedings of the programme

<u>For Office Use</u>			
Supdt.	Admn. Officer	Principal	President