SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE

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PART- ONE

Thursday, the 10th November, 2022
Regulation No. 13 of 2022

Regulation prescribing the norms for granting permission to the University Teachers for attending online /offline Local/University/Regional/State/National/International Level Webinar/ Conference /Seminar /Symposium/Workshop within India

WHEREAS, it is expedient to frame Regulation to prescribe the norms for granting permission to the University Teachers for attending Local/ University/ Regional/ State/ National/International Level Webinar/ Conference/ Seminar /Symposium/ Workshop within India via Online /offline mode i.e. Regulation No. 1 of 2022 for the purposes hereinafter appearing.

The Management Council is hereby pleased to make the following Regulation :-

(1) Short title and commencement :-

(a) This Regulation may be called "**Regulation prescribing the norms for granting permission to the University Teachers for attending Online /offline Local/University/ Regional/State/National/International Level Webinar/ Conference/ Seminar/ Symposium/ Workshop within India Regulation,2022"**

(b) This Regulation shall come into force with effect from the date of approval of the Management Council.

(2) Applicability :-

This Regulation shall be applicable to the University teachers.

(3) Definitions :-

In this Regulation, unless the context otherwise require:-

(a) "University Teacher" means an employee of the University teaching departments appointed as a Professor/Associate Professor/Asstt. Professor and who has been appointed on a substantive post on the establishment of University.

(b) "University" means the Sant Gadge Baba Amravati University established by Amravati University Act, 1983.

(c) "Webinar/ Conference /Seminar /Symposium/ Workshop" means Webinar/ Conference / Seminar/ Symposium /Workshop including School /College/ Quality Improvement Programme held at Local/ University/ Regional/State/ National/ International level within India.

(4) Granting Permission :-

(i) The teacher shall apply to the Hon'ble Vice-Chancellor in the prescribed format (Appendix-A) through H.O.D. for granting permission for attending the Webinar/ Conference/ Seminar/ Symposium /Workshop in Online or Offline mode as defined under sub-clause (c) of clause 3 above. Priority should be given to the Offline mode if Webinar/ Conference/ Seminar/ Symposium /Workshop intended through double mode.

(ii) The Hon'ble Vice-Chancellor shall be the 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 University as per the University rules.

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 Vice-Chancellor may permit a teacher for more than 2 times depending upon merit of the case.

(v) The Teacher on probation may also treated at par with teachers who are appointed on regular basis.

(vi) 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 Vice-Chancellor. 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.

(vii) The Teacher shall be entitled to duty leave as per University rules.

(viii) 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.

(ix) After attending the Webinar/ Conference/ Seminar/ Symposium /Workshop, etc. a presentation (Lecture/discussion, etc.) shall be made by the concerned teacher in the department with a view to share his experience and knowledge gained with his fellow colleagues and students.

(x) A report to this effect along with a brief note on the benefits derived should be submitted to the Hon'ble Vice-Chancellor for information and perusal.

(xi) 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 Development Section for certification and taking necessary entries in the Register maintained by the Development Section.

(xii) Rule No.11/2005 hereby stands repealed

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Appendix-A

Sant Gadge Baba Amravati University

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 :- Permanent / Probation
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/ Conference/Seminar/ Symposium/ Workshop. :- Local/ University/ Regional/ State/ National/ International
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 accepted for presentation (If yes, attach proof). :- Yes / No/ N. A.
11. Balance in Budget head of "Career Advance of Teaching Staff" or any Other Head, (if permissible) as on ---------- is as under.

    Rs.----------/- as on ----------20------- under the head "----------" (Information is to be obtained from the Finance and Account Department by the concerned teacher).

12. 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 Hon'ble Vice-Chancellor.

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

Place :- Amravati Signature of the applicant

Date :- / / 20

(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. The faculty strength in the department is ---------- ---------- and -------- ---------- person/s are deputed during the period from the department for this academic year.

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

Amravati Signature & Stamp of HOD

Date :- / /20

Recommendation-cum-permission

The above application has been scrutinized and found that the same is as per approved policy hence recommended to accord permission to attend the said Workshop under Online/Offline mode.

The tentative expenditure of Rs.---------- as requested by the teacher should be borne by the University for the said Webinar /Conference/Seminar/ Symposium/ Workshop.

This is the first / second / third -- Webinar /Conference/ Seminar/ Symposium/ Workshop of the applicant and it has been entered on Sr.No.---------- at Page No.---------- of the Section Register.

Dy. Registrar(devp)

The Registrar
Hon'ble Vice-Chancellor

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		