

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY: HYDERABAD – 75

No. CBIT/HR/ 36 /2019

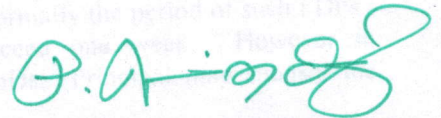
Date: 10-06-2019

CIRCULAR

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

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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. The procedures, with minor modifications suggested by Hon'ble President, CBIT, is attached and is also placed on the CBIT website for ready reference.



Dr. P. RAVINDER REDDY,  
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

*due*

*[Signature]*

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (Autonomous)**

## APPLICATION FORM FOR ATTENDING

REFRESHER COURSE /SHORT-TERM COURSE / WORKSHOP / CONFERENCE/FDP  
OTHERS (Pl. Specify \_\_\_\_\_ )

- |              |                                                                                                                         |   |                           |
|--------------|-------------------------------------------------------------------------------------------------------------------------|---|---------------------------|
| 1.           | Name of the Staff Member                                                                                                | : | _____                     |
| 2.           | Designation                                                                                                             | : | _____                     |
| 3.           | Department                                                                                                              | : | _____ <b>Ph.No:</b> _____ |
| 4.           | Short-term Course / Workshop / Refresher Course / Orientation Programme propose to attend and the place                 | : | _____                     |
| 5.           | Duration of the course                                                                                                  | : | _____                     |
| 6.           | Name of the organization conducting the course                                                                          | : | _____                     |
| 7.           | whether alternative arrangements are made for class work                                                                | : | _____                     |
| 8.           | Whether financial implication are involved in deputation                                                                | : | _____                     |
| 9.           | Whether he/she has attended in any course previously if, so give details                                                | : | _____                     |
| 10.          | Whether he/she presenting paper for the course he/she proposed to attend now. If, so a copy of the paper to be enclosed | : | _____                     |
| 11.          | Recommendations of the HOD                                                                                              | : | _____                     |
| <b>Note:</b> | Submit a copy of the proceedings of the seminar on the completion of the Seminar                                        | : | _____                     |

**Signature of the employee with date**

**Signature of the HOD with date**

For Office Use

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| Sr. Asst.                    | Head HR | Principal | President |  |  |