



**CHAITANYA BHARATHI  
INSTITUTE OF TECHNOLOGY (A)**  
Kokapet(Village), Gandipet, Hyderabad, Telangana-500075. www.cbti.ac.in



COMMITTED TO  
RESEARCH,  
INNOVATION AND  
EDUCATION

**44**  
years

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years

S No.	Description	Page No.
1.	Policy Document for Conference	2-3
2.	Sample Case Study of faculty attending a conference	4-6

**Principal**

**Chaitanya Bharathi Institute of Technology  
(Autonomous)  
Gandipet, Hyderabad-500 075.**



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.

*B. Chennakesava Rao*  
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.

*A. R. ...*



**Principal**  
Chaitanya Bharathi Institute of Technology  
(Autonomous)  
Gandipet, Hyderabad-500 075.

*B. Chennakesava Rao*  
7/12/16

**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.

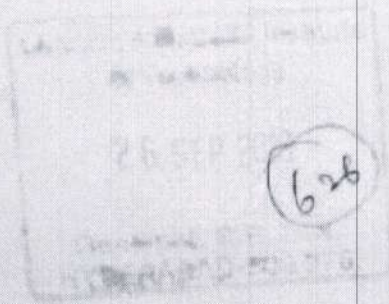
**Note :** Alternative arrangements for class work / examination duties shall be made in all cases and concerned staff to compensate the same later by special classes so that the faculty can conduct the required number of classes to cover the syllabus

  
  
**Principal**  
Chaitanya Bharathi Institute of Technology  
(Autonomous)  
Hyderabad-500 075.

*f* 7/12/16

26.09.2019

The Principal  
CBIT, Hyderabad



Mr. CWS  
20/9/19

Dear Sir,

Sub: Permission for attending an International Conference  
from 20-24 Nov 2019 - rep

I, Dr. C. Nagendaratha Reddy, working as  
Asst. Professor in Biotechnology, hereby get to your  
notice that my abstract has been selected for the  
presentation in "International Conference on New Horizons  
in Biotechnology" to be held in Erandur, Kerala from  
20-24 Nov 2019. Hence, I request you to permit me  
to participate in the conference and provide me with  
"ON DUTY" on the dates specified along with the  
financial assistance required.

I hereby attach the requisition form for attending conference,  
abstract, abstract acceptance letter and brochure of  
the conference for your kind perusal.

Thank You

HR  
20/9/19

*[Handwritten signature]*  
P. A. [unclear]

Yours Sincerely,  
Dr. C. Nagendaratha Reddy  
Asst. Professor  
Dept. of Biotechnology  
ID NO: 10819  
Mobile: 9885512489

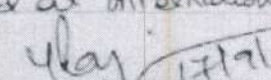


**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)**

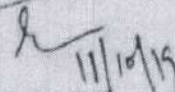

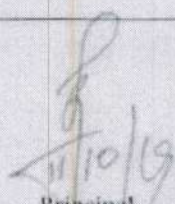
Application for attending FDP/Workshop/Refresher Course/Orientation Programme/Conference

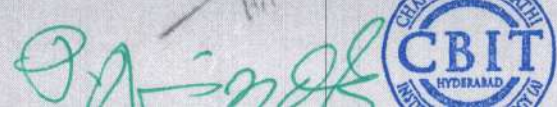
1.	Name of the Faculty/Staff	:	Dr C. NAGENDRANATHA REDDY
2.	Designation and Department	:	Asst. Professor ; Biotechnology
3.	E-mail Id: nagreddy16987@gmail.com	:	Mobile No: 9885512489
4.	i) Title/theme of Short-term Course / Workshop/ Refresher Course / Orientation Programme	:	International Conference on New Horizons in Biotechnology 2019
	ii) Duration of the programme (with dates)	:	Nov 20-27, 2019
4.	iii) Venue of the Programme and address	:	Hotel Residency Tower Prasad Road Piravandam, Kerala 695001
	Alternative arrangements made for the class work and other duties, if any.	:	Give details on the reverse or use a separate sheet No classes - Examinations
6.	Financial Assistance required:		
	a) Course Registration Fee	Rs	9500
	b) Travel Expenses (estimate)	Rs	2400
	c) Any other expenditure	Rs	4500
	Total	Rs	16,400
7.	Have you attended any other program(s) prior to this? If Yes Please give details along with No. of days availed and financial assistance extended by the Institute. (Attach separate sheet if required)	:	Yes/No
8.	Whether presenting papers at the Conference?	:	Yes/No
9.	Recommendations of the HOD	:	This a very prestigious conference organized at international level. 11/10/19

Signature of the employee with date  
 11/10/2019

Signature of the HOD with date  
 11/10/19

Note: Along with this application, faculty/staff are hereby requested to enclose the registration form for attending the program. After attending the program, the respective faculty have to submit the report regarding knowledge gained, participation certificate and the related documents for claiming Registration Fee/Course Fee/Travel Expenses etc. If the faculty presenting a paper in the conference, then the respective faculty shall submit a proceedings copy of the publication(s) after attending the program.

For Office Use		
<p>Limited to Rs. 10,000/-</p>  Finance Nodal Officer 11/10/19	<p>Financial assistance may be permitted as per rules</p>  Coordinator 11/10	 11/10/19 Principal



International Conference on  
**New Horizons in Biotechnology**  
(NHBT 2019)

November 20-24, 2019, Thiruvananthapuram, Kerala, India



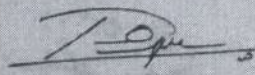
# CERTIFICATE


This is to certify that Dr. C. Nagendranatha Reddy

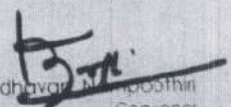
has participated and presented a paper/

poster entitled "Lipid Recovery from Dye Based Effluent Using Two stage Integrated  
Microalgae Cultivation Strategy"

in the International Conference on New Horizons  
in Biotechnology (NHBT- 2019) jointly organized by CSIR-National Institute for Interdisciplinary Science and  
Technology, and the Biotech Research Society, India, at Thiruvananthapuram, India, during November 20-24,  
2019

  
Dr. Rajeev K. Sukumaran  
Co-convenor

  
Dr. Binod P.  
Co-convenor

  
Dr. K. Madhavan  
Convenor



**Principal**  
Chaitanya Bharathi Institute of Technology  
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Gandipet, Hyderabad-500 075.