

# Pravara Institute of Medical Sciences

( Deemed University)

Ref. No. PIMS/R/2013/742

Date:- 21/05/2013

## Notification No. 17/ 2013

It is hereby notified for information of all concerned that the Board of Management at its meeting held on 12<sup>th</sup> March, 2013 ( Item No. 08- Resolution No. BOM/08/2013/ approved the rules relating to eligibility of teachers for special leave / on duty for attending University Work/ Conference / Seminars / Workshops / CME's.

All concerned are requested to note the contents of this Notification.

Rules relating to Eligibility of teachers for Special Leave / On duty for attending University Work and Conferences, Seminars, Workshops etc.

**- Enclosed**

A. L. Bhosale  
Registrar

### **Copy for information to :-**

1. Rural Medical College, Loni- 413 736
2. Rural Dental College, Loni- 413 736
3. College of Physiotherapy, Loni. 413 736
4. College of Nursing, Loni. 413 736
5. Centre for Biotechnology, Loni. 413 736
6. Centre for Social Medicine, Loni. 413 736
7. Asst. Director – Sports and Cultural Activities
8. Finance and Accounts Officer – PIMS/PMT
9. Controller of Examinations
10. Assistant Registrar ( Academic / Gen / CET )
11. Dy. Director Administration
12. Dy. Personal Officer PMT

Copy to:-

Manager I. T. - with a request to display on website

# Pravara Institute of Medical Sciences

Deemed University

Loni Bk. 413 736, Tal. Rahata, Dist. Ahmednagar (Maharashtra)

Ref. No. PIMS(DU)/ R/ SS/ 2012/

Date : 29/12/2012

## **Rules relating to Eligibility of teachers for Special Leave/ On duty for attending University Work and Conferences, Seminars, Workshops etc.**

**Note:-** The teaching staff working in constituent Colleges/ Institutes of Pravara Institute of Medical Sciences Deemed University at present entitled facilities like Special Leave, On duty, Financial Assistant etc. which was applicable and accepted by the Pravara Medical Trust – by issuing official circulars from time to time since the colleges were affiliated with University of Pune, MUHS.

Based on the same criteria and available UGC rule following rules are proposed.

**Eligibility of Teachers for Special Leave/ On duty, Financial Assistance for attending Conferences, Seminars, Workshops, CME's etc. and chairing session, presenting papers etc.**

### **Rules prescribed under Rule No. 48 (xi) of MOA of Pravara Institute of Medical Sciences (Deemed University)**

A)

1) The definitions given in the MOA of PIMS (DU) prescribed under UGC (Deemed to be Universities) Regulation – 2010 and University Grants Commissions Act – 1956 are applicable to these rules.

2) These rules are applicable to full time teaching faculty and other academic staff working in all the constituent Colleges/ Institutions/ University departments.

3) These rules shall come in to force on the date of its Issuance after approval of Academic Council and Board of Management.

### **Duty Leave:-**

4) The teacher shall be entitled to special leave/ on duty financial assistance with prior approval of the Principal / Director and in case of Principal /Director / HOD of University with prior approval of the Vice-Chancellor

of the University and subject to contingency of services.

5) Minimum required teaching / clinical and other required staff necessarily attend on duty during the period of absence of faculty granted permission for attending Seminar, Conference, Workshop, Symposia, CME etc and on duty for University work of Pravara Institute of Medical Sciences (Deemed University) and other Universities.

6) The teacher attending National/ International Conference/ Seminar/ Workshop, any other non-remunerative official business of the PMT/ PIMS constituent / affiliated Colleges/ Institutions / MUHS/ MCI/ DCI/ UGC/ State / Central Government or any other Central or State Government bodies, professional associations located in India and examinations work of PMT/ PIMS and other Universities shall be treated on duty, if the work is within campus and on special leave if the work Conference / Workshop/ Seminar etc. outside the campus.

7) The teacher shall be entitled for special leave not exceeding 15 days in a calendar year for the purposes and reasons mentioned above and for conduct of examination.

8) The teacher attending / conducting examination work of the PIMS (DU), PMT's Colleges affiliated to MUHS in the campus, he / she may be treated to be on duty. Or if the examination work involves colleges, located outside campus he / she will be treated on special leave.

The teacher attending / conducting examination work of other universities recognised by UGC / MCI / DCI or other statutory bodies in India outside the PMT/ PIMS campus, a maximum of 10 days including 15 days leave clause No. 7 will be allowed as a special leave in a calendar year. Any excess absence from PMT / PIMS campus will be deducted from earned leave or treated as leave without pay.

9) The teacher who is deputed / sponsored by the College / Institute/ University for any special training / teaching / academic staff visit to other places out of country / countries or is to be away from his place of duty for work on behalf of UNESCO or similar other organisations or under Colombo plan or cultural exchange scheme or collaboration scheme or under similar schemes of the University Grants Commission or of Government of India, MCI, DCI or of the State Government or of similar other bodies or has to attend national or international Conference, Symposium or Seminar on invitations from organizers of the Conference etc. shall be treated on special leave for the period of his absence from duty.

10) The teacher being the examiner or is assigned duty by the authorities for

the examination work of the PMT/ PIMS (DU) constituent Colleges/ Institutions / University departments on no-working days or holiday during the academic term (Not in vacation) shall be granted compensatory holiday for the period.

**B) Presenting Scientific Papers etc.**

I) If a teacher is presenting a scientific paper (presenter only) or is chairing or co-chairing scientific session of International/ National level professional Conference/ Seminar/ Workshop, the Reader (Associate Professor ) and above shall be eligible to travel by First Class or Second A.C. Sleeper including Reservation Charges and other teachers shall be eligible to travel by second sleeper once for International / National level within in India and once for state level in a year. D.A. will be paid as per PMT/ PIMS rules. Those teachers are required to produce the Photo Copies of the tickets. For such teachers 50% Registration Fee will be borne by the PMT/ PIMS. The period of absence will be treated as special leave.

II) The permission for attending Conference/ Seminar/ Workshop etc. without presentation of scientific paper or chairing the session may be granted once for International/ National and once for state level activity in a year by the Principal subject to special leave rules and contingencies of service. No TA/ DA will be admissible in such cases.

III) Before proceedings for the conference, the copy of the scientific papers should be submitted to the Principal and Research Cell and on return from the Conference a written report should be submitted to Principal/ Research Cell regarding the proceedings and observations in the conference etc.

The period of absence is treated as special leave, which entails duration of the conference and travel time.

The faculty should apply to their respective Principal's or Heads of the Institutes who are authorized to sanction such leave if the assignment is of routine nature and within stipulated rules. In case of any deviation, the matter be referred to Hon'ble Vice-Chancellor. His decision in the matter shall be final and binding.

Date:- 12.03.2013

A. L. Bhosale  
Registrar

**RULES ON ATTENDING**  
**CONFERENCES/ SEMINARS/ WORKSHOPS**

1. Undergraduate and Post-graduate students are permitted to present selected Scientific Papers/ Poster presentations in State/ National / International Conferences in India and will be entitled to special leave only. However the period of absence will be counted towards his attendance.
2. A teacher or faculty member is permitted to present a selected scientific papers / poster presentation or chair / co chair a scientific session in one State and one National / International Conference in India in a calendar year. He/ She will be entitled to – (only UG and PG entitled the following facilities)
  - i) Special leave for the period of absence which entails duration of Conference and travel time.
  - ii) Professor/ Associate Professor will be permitted to travel by First Class or IInd A.C. Sleeper.
  - iii) Assistant Professors and Others will be eligible to travel by II Sleeper.
  - iv) D.A. will be paid as per PMT / PIMS rules.
  - v) 50% of the original (First call) registration fee (and not the enhanced / on spot registration fee) will be borne by the PMT/ PIMS.
3. Following documents are required to be furnished to make the entitled claim:-
  - i) Prior permission and sanction on the prescribed proforma for accounts department.
  - ii) Photo copy of ticket or in original for accounts departments.
  - iii) Certificate of attendance for accounts departments.
  - iv) Copy of the script of paper presented to consider for publication in Pravara Medical Review for Principal's / Research Cell Office.
  - v) Short Summary of Conference for Principal's / Research Cell Office.
4. To stream line the procedure, no claim will be settled till all the requirements mentioned in para 3 above are complied with within a period of three months, after that period the claim shall treated as lapsed.
5. These rules will be applicable to regular & contractual teachers.

Date:- 12.03.2013

A. L. Bhosale  
Registrar

