

# **PRAVARA RURAL EDUCATION SOCIETY, PRAVARANAGAR**

A/P.LONI TAL.RAHATA DIST.AHMEDNAGAR -413713

Ref.No.: PRES/HR/2017/ 5768

February 1<sup>st</sup> 2017

## **S.O.P**

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

- 1) These rules are applicable to full time teaching faculty and other academic staff working in all the constituent Colleges.
- 2) These rules shall come in to force on the date of its approval by the Board Management.

#### **A) Duty Leave :-**

- 1) 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's with prior approval of the Executive Chairman / CEO of PRES and subject to contingency of services.
- 2) Minimum required teaching and other required staff necessarily attend duty during the period of absence of faculty granted permission for attending Seminar, Conference, and Workshop Symposia etc.
- 3) The teacher attending National/International Conference/Seminar/ Workshop, any other non-remunerative official business of the PRES constituent Colleges/Institutions/University/UGC/State/Central Government or any other Central or State Government bodies, professional associations located in India and examinations work of PRES/ its colleges 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. is outside the PRES.
- 4) The teacher shall be entitled for special leave not exceeding 15 days in a calendar year for the purposes and reasons mentioned above and 5 days for any other affiliating University related work. And in case of College of Agriculture, College of Biotechnology and College of Agricultural Business Management 27 days in a calendar year.
- 5) The teacher attending/conducting examination work of the PRES and its Colleges affiliated to the respective university, 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.
- 6) 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 cultural exchange scheme or collaboration scheme or under similar schemes of the University Grants Commission or of Government of India or of the State Government or of similar other bodies shall be treated on duty for the period of his absence from duty.
- 7) In case of sponsorship & special training or staff exchange program the respective faculty/staff should execute a service agreement with applicable bank guarantee as per PRES policy in force from time to time.
- 8) The teacher being the examiner or is assigned duty by the authorities for the examination work of the PRES constituent Colleges / Institution on non-working days or holiday during the academic term (Not during vacation) shall be granted compensatory holiday for the period.

**B) Presenting Scientific Papers etc. :-**

- 1) If a teacher is presenting a scientific paper (in person 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 PRES rules subject to submission of original tickets/registration fee receipt & attendance certificate. For such teachers 50% of Registration Fee will be borne by the concerned institution subject to ceiling of Rs.2000/-. The period of absence will be treated as special leave.
- 2) 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 Registration & TA/DA will be admissible.
- 3) Prior to submitting a scientific paper outside PRES for any seminar/conference etc, the same has to be forwarded through the concerned Principal to the Research & Grants Department, PRES well in advance for necessary approval. Upon return from the Conference a written report should be submitted to Principal/Research & Grants Department regarding the proceedings and observations in the Conference etc.
- 4) Undergraduate and Post-graduate students are permitted to present selected Scientific Papers/Poster presentation 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. No financial assistance shall be provided.
- 5) Following documents are required to be furnished to make the entitled claim:-
  - a. Prior permission and sanction on the prescribed format for accounts departments.
  - b. Original tickets for accounts departments.
  - c. Certificate of attendance for accounts departments.
  - d. Copy of the script of paper presented to consider for publication in our Journal, provided the same has not been published elsewhere.
  - e. Short Summary of Conference for Principal's/Research & Grants Office.
- 6) To stream line the procedure, no claim will be settled unless all the requirements mentioned above are complied with within a period of 15 days post event, after that no claim shall be entertained or shall be treated as lapsed.
- 7) These rules will be applicable to regular and contractual teachers as well.
- 8) The period of absence is treated as special leave, which entails duration of the Conference and travel time.
- 9) The faculty should apply to their respective Principal or Head 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 Executive Chairman or CEO. His decision in the matter shall be final and binding.

  
CHIEF EXECUTIVE OFFICER

C:C All Principals.All Head Master,  
All HOD of Pravara Bhavan