



MEMORANDUM

Momo No:- 1954 /Acad/2022

Dated:- 04/11/2022

Subject:- Instructions to the faculty members regarding submission of requests for attending various assignments outside the Institute including participation in meetings/ conferences/ workshops/ symposium/ external examiner-ship and training etc in India and abroad.

Instructions have been issued to the faculty members, from time to time regarding working arrangement of Centre/ Departments during the absence of Chief of Centres/ Head of the Departments and submission of requests for undertaking various assignments outside the Institute including participation in meeting/ conferences/ workshops/ symposium external examiner-ship and training etc in India and abroad, It has been noticed by the Director/ Dean that these instructions are not being followed by the faculty members. As a result, a lot of administrative difficulties are being faced. The instructions issued have been compiled as under, for ready reference & compliance:-

WORKING ARRANGMENTS:-

- (i) When Head of the Department proceeds on leave or goes out of station, the next senior most faculty member available in the department should invariably be informed in writing to look after the work of the department under intimation to the Dean /Director, IGIMS.

SUBMISSION OF REQUESTS FOR VARIOUS ASSIGNMENTS OUTSIDE THE INSTITUTE

01. The request for participation in various assignments outside the Institute including meeting/ conferences/ workshops/ symposium and training etc in India should reach Academic Section in the prescribed proforma through proper channel at least 30 working days prior to the commencement of the event to complete various documentation & necessary approval, as per procedures. Application not submitted by the stipulated time will be rejected.
02. External examiner-ship / Expert application should reach the Academic Section in the prescribed proforma through proper channel at least 5 to 7 working days prior to the date of examination/meeting.
03. Similarly, the request for attending various assignments especially conferences/ meetings/ symposium/ workshops, etc. in abroad should be received by the Academic Section in the prescribed proforma duly filled along-with all relevant information/ documents, through proper channel, at least 4 weeks prior to commencement of the journey as it usually takes about 4 weeks time to process and get the approval of the competent authority.
04. The faculty members are required to submit all their requests for various assignments outside the Institute well-in-time in the prescribed proforma with complete details of their assignments such as copies of invitation / brochure of the meeting /workshop / conference, etc. invitations received from Universities / Institutions for conducting Examinations / Selection Committee etc. The request should include the information / documents to the effect that the funding agency for such visits & the status of organizing agency i.e., Private / Autonomous/ Semi- Government/ Government etc.

05. The request of faculty members of the Institute for attending various meetings/ assignments outside of the Institute and any other request is required to be forwarded by the concerned Head of the Department/ Chief of Centre to the Academic Section..

06. **For attending various assignments outside the Institute.**

- (i) The concerned Chief of Centre/ Head of the Department will ensure the availability of 50% faculty members on duty during the entire period.
- (ii) The concerned Head of the Department / Chief of Centre shall furnish Conference calendar of every academic year in advance in April every year to the Office to Dean (Academic), IGIMS also ensure that there is availability of 50% faculty member on duty during the entire period of the year.

07. **Duty Leave For Attending Conferences/ etc. in India & Abroad:-**

- (i) A faculty member can be permitted to attend National / International meetings on duty terms for a maximum period of 14 days in a financial year.
- (ii) A faculty member may attend additional meetings beyond the limit of 14 days, but not more than 42 days in a financial year. The period of absence for attending such meeting beyond the limit of 14 days, but not more than 42 days will be treated as leave of the kind due to the faculty member concerned. The period of meeting attended by the faculty member during his/ her vacation, will not be counted within the limit of 14 days duty leave.

Invitation for lectures to be delivered in these meetings will be treated at par with attending the meetings themselves.

Sd/-
(Dr. V. M. Dayal)
Dean,
I.G.I.M.S., Patna-14

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Copy forwarded to Director's Cell/ Principal, Medical College/All Head of the Department / Medical Superintendent/ Supdt. Engineer (Bio-Medical) for uploading on the Institute website/ Administrative Section/Accounts Section/Guard file for information and needful.

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Dean
IGIMS, Patna.