



*Policy document on providing financial support to teachers for attending conferences/workshops/training programs*



*Medha Rao* PRINCIPAL AND DEAN  
M.S. Ramaiah Medical College  
& Teaching Hospital  
Bangalore - 560 054.



M.S. Ramaiah Medical College & Hospitals  
MSR Nagar, MSRIT Post, Bangalore – 560 054  
Tel: 080-2360 5190/2360 1742/2360 1743/2360 2654/2360 2670  
Fax: 080-2360 6213  
Email: [msrmedical@gmail.com](mailto:msrmedical@gmail.com) Web: <http://www.msrmc.ac.in>

**POLICY DOCUMENT ON**  
**PROVIDING FINANCIAL**  
**SUPPORT TO TEACHERS**  
**FOR ATTENDING**  
**CONFERENCES/**  
**WORKSHOPS/TRAINING**  
**PROGRAMS**

*Medha G. Rao*

PRINCIPAL AND DEAN  
M.S. Ramaiah Medical College  
& Teaching Hospital  
Bangalore - 560 054.





M.S. Ramaiah Medical College & Hospitals  
MSR Nagar, MSRIT Post, Bangalore – 560 054  
Tel: 080-2360 5190/2360 1742/2360 1743/2360 2654/2360 2670  
Fax: 080-2360 6213  
Email: [msrmedical@gmail.com](mailto:msrmedical@gmail.com) Web: <http://www.msrmc.ac.in>

### TRAVEL ALLOWANCE:

Travel allowance /registration fees to attend conferences/workshops/training programs will be considered on a case-case basis and the following aspects may be taken into consideration:

- If the faculty member is a resource person, speaker/chairperson/panellist
- If the faculty is training in MET / Accreditation processes
- A faculty may be deputed to attend a conference if the paper is accepted for presentation or if the paper is selected for presentation in the awards category.
- The Deputed teachers will be entitled for the following benefits :
  1. Delegate fee prescribed by the organizers of the event
  2. First class/II Tier A/C return rail fare by the normal shortest route both ways .
  3. Daily allowances for the duration of the event at the rate of Rs.300/-per day.
  4. The days necessarily spent on the Seminar/Conference, Meeting etc., and days spent on travel will count for full daily allowance, except the day of departure from head-quarters and the day of arrival at head-quarters, which will each be considered only for half daily allowance.
  5. The duration of the event plus the actual travelling time from and to Bangalore, will be treated as “Special Casual Leave”, if “Special Casual Leave” is available, to a maximum of 20 days as per leave regulation (see Special Casual Leave) admissible for the calendar year vide the leave regulations of the College. The special casual leave availed and approved is considered as financial support as the faculty will be paid their salary during this period.

PRINCIPAL AND DEAN  
M.S. Ramaiah Medical College  
& Hospitals

*Medha Y. Rao*







M.S. Ramaiah Medical College & Hospitals  
MSR Nagar, MSRIT Post, Bangalore – 560 054  
Tel: 080-2360 5190/2360 1742/2360 1743/2360 2654/2360 2670  
Fax: 080-2360 6213  
Email: [msrmedical@gmail.com](mailto:msrmedical@gmail.com) Web: <http://www.msrmc.ac.in>

### TRAINING IN INDIA/ABROAD:

For Faculty who wish to avail further training in India/abroad:

A Study Leave Committee has been formed consisting of the following members:

1. Executive Director/Chief executive - Chairperson
2. Principal - Secretary
3. Medical Director of M.S.R Medical Teaching Hospital
4. Registrar - Academics
5. Head of the concerned Department.

The committee will review the applications for this type of leave on the following aspects:

1. Nature of the training / fellowship
2. Suitability of the candidate for the type of training/post-graduation.
3. Professional growth of the candidate and the needs of the Department.
4. How far it will benefit the College/Hospital/Institution.

Based on the recommendations of the Committee and approval from the management, the principal will grant the leave.

Under the broad heading of Study Leave, the following sub classifications are made and brought under the purview of the above committee.

- Short Term Study Leave (less than 6 months duration)
- Long Term Study Leave (duration one year & above)
- Sabbatical leave

*Hema. Y. Rao*  
PRINCIPAL AND DEAN  
M.S. Ramaiah Medical College  
& Teaching Hospital  
Bangalore - 560 054.





M.S. Ramaiah Medical College & Hospitals  
MSR Nagar, MSRIT Post, Bangalore – 560 054  
Tel: 080-2360 5190/2360 1742/2360 1743/2360 2654/2360 2670  
Fax: 080-2360 6213  
Email: [msrmedical@gmail.com](mailto:msrmedical@gmail.com) Web: <http://www.msrmc.ac.in>

### **SHORT TERM STUDY LEAVE :**

Sanction for a short-term leave can be granted to a permanent teacher after successful completion of three years of service for training in India / abroad to the extent of not exceeding 6 months with or without pay.

### **LONG TERM STUDY LEAVE ( Duration one-three years)**

A permanent teacher of the college becomes eligible for this type of leave after successful completion of at least five years of service in the College on the following conditions:

- Provided the teacher is selected for higher studies in the same subject in which he / she is working, with prior approval of the Principal.
- The candidate will submit a copy of the order permitting him/her for Admission to the course and copy of letter stating about the stipend/fellowship or any other financial help to be received while on study leave.
- The teacher may be paid at the discretion of the management 50% of the total emoluments drawn at the time of availing the leave for the duration of study not exceeding three years.
- The teacher will be entitled for benefits of annual increments for the period of study leave and seniority will be maintained.
- The period of study leave will count for the employer's



*M. S. Ramaiah*  
**PRINCIPAL AND DEAN**  
M.S. Ramaiah Medical College  
& Teaching Hospital  
Bangalore - 560 054



M.S. Ramaiah Medical College & Hospitals  
MSR Nagar, MSRIT Post, Bangalore – 560 054  
Tel: 080-2360 5190/2360 1742/2360 1743/2360 2654/2360 2670  
Fax: 080-2360 6213  
Email: [msrmedical@gmail.com](mailto:msrmedical@gmail.com) Web: <http://www.msrmc.ac.in>

contribution to the P.F provided the teacher makes arrangements for the uninterrupted payment of his/her subscription to the P.F throughout the period of study leave.

- A teacher availing of study leave shall execute a bond prior to availing the leave that he/she shall serve the college continuously at least for double the period of study leave from the date of resuming the duty after expiry of the study leave.

In case of breach of the undertaking whereby the teacher is unable to serve the college for the stipulated period, he shall refund to the college the amount of salary with interest and other expenses incurred on the teacher or paid to him/her in connection with the course of study.

### **SABBATICAL LEAVE :**

- Sabbatical leave may be granted to a member of the teaching staff who has served the College continuously for a period of at least 10 years.
- This leave is to enable a teacher to improve his/her knowledge and efficiency by pursuing a course of advanced training or taking up a technical assignment in India or abroad, in an institution engaged in medical education or health care.
- The maximum period of sabbatical leave allowed at any time is 12 months and two years in the entire career of a teacher.



*[Handwritten Signature]*  
PRINCIPAL AND DEAN  
M.S. Ramaiah Medical College  
& Teaching Hospital  
Bangalore - 560 054



M.S. Ramaiah Medical College & Hospitals  
MSR Nagar, MSRIT Post, Bangalore – 560 054  
Tel: 080-2360 5190/2360 1742/2360 1743/2360 2654/2360 2670  
Fax: 080-2360 6213  
Email: [msrmedical@gmail.com](mailto:msrmedical@gmail.com) Web: <http://www.msrmc.ac.in>

- A teacher who has been granted sabbatical leave, shall be required to give a bond to serve the college for double the period sanctioned after his/her return from sabbatical leave. If he/she does not fulfil his obligation, he/she will be liable to refund to the college double the salary drawn by him/her during the leave period.
- The period of sabbatical leave will be counted as continuation of service in the college for the purpose of earning increments, and for crediting earned and commuted leave.
- Contributions to the provident fund, according to rules, are permissible during the period of sabbatical leave.
- A teacher on sabbatical leave will receive only basic pay during the period of the leave.
- A teacher on sabbatical leave will be required to rejoin his post in the college immediately on the expiry of his/her leave.

Date :08.01.2016

Signed/-

Principal & Dean

PRINCIPAL AND DEAN  
M.S. Ramaiah Medical College  
& Teaching Hospital  
Bangalore - 560 054.

