



जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
 (स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
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CIRCULAR

Sub:- Guidelines for permitting faculty members to attend international workshops as participant/delegate/ trainee (not as a resource person or for paper presentation) with JIPMER funding (in lieu of an international conference) – Reg.

With reference to the above subject, I am directed to enclose herewith guidelines to process and permit the requests of attending international workshops as participant/delegate/trainee and the requisite format for information.

Signed by

Hawa Singh

Date: 05-06-2024 16:07:33

Senior Administrative Officer
 ADMIN.4 (FACULTY WING)

वरिष्ठ प्रशासनिक अधिकारी
 Senior Administrative Officer
 जिपमेर / JIPMER
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To
 All Heads of the Departments – for circulation

Copy to:-

- The P.S to Director/MS/Dean (Academic)/Dean(Research)/ Dean(Karaikal)
- PS to DDA
- PA to Sr. Admn. Officer/Sr.Accts. Officer.
- IT wing – to publish in JIPMER Website.

**Guidelines for permitting faculty to attend international workshops
as participant/ delegate/ trainee (not as a resource person or for paper presentation)
with JIPMER funding (in lieu of an international conference)**

JIPMER funds faculty members (other than those in College of Nursing) for attending international conferences, etc -- once in 2 years for Assistant Professor/Associate Professor, or once every year for Additional Professor or Professor. This funding is contingent on the faculty member having an abstract based on research done at the Institute and accepted for presentation at a conference, or an invitation to participate as a speaker or a chairperson, etc.

Often, faculty members request for permission instead to attend a workshop where they have neither an accepted abstract nor an assignment as a speaker (i.e. to attend as a participant/delegate/trainee, etc), with the purpose of upgrading their skills. Norms for such permission have not been clear with permission being given in some cases and denied in others. To facilitate the process in this respect, the following norms are proposed:

1. Professors and Additional Professors will be permitted to avail this facility up to once in 3 years. Assistant and Associate Professors get funding for international meetings only after completion of the 2-year probation period, and thereafter once in 2 years, i.e. a total of two or three slots; one of these can be used for a workshop.
2. Attending such workshops will not be permitted in the last three years of service.
3. After attending such a workshop, the faculty member is expected to use the skills acquired at the workshop to develop a new area of work and to transfer the skills to his colleagues, so that the investment made by the Institute on training is put to use.
4. To avail of Institute funding to attend a workshop (as a participant/delegate), the faculty member will need to sign a bond to serve the Institute for three years after attending the workshop or training program, or to refund the entire money spent by JIPMER on his attending the workshop training (TA, DA, registration fee, visa fee, travel insurance, etc) if he chooses to leave earlier. Attendance at the next workshop will be permitted only after the bond period is over.
5. The duration for which international DA is paid will be limited to 7 days.
6. Applications for attending international workshops will be considered by a committee consisting of (i) Medical Superintendent (for assessing applications for workshops imparting clinical skills), (ii) Dean Research (for assessing applications for workshops imparting laboratory and research skills), and (iii) Dean Academic (for assessing applications for imparting skills in medical education, curriculum development or student assessments, etc). They will bring in the institute's perspective on whether the skills sought to be acquired by attending a workshop are of sufficiently high level and provide value for the money that the Institute will spend on the faculty member attending the workshop. The Committee will consider the availability of these skills within the Institute and of acquiring these at a center within the country, as also the past record of the particular faculty member in using the skills acquired at previous workshop(s) he/she may have attended.

JIPMER, Puducherry

**Form for permission/duty leave for participation in a Workshop/ Training program abroad
as a participant/delegate/trainee with funding from the Institute**

Identifying Information

Name		Employee ID	
Designation		Department	
Email ID		Phone no.	
Date of joining as faculty member		Joining the current designation	

Details of event/activity (Please attach a copy of invite/brochure)

Type and name of event	
Event website/host URL	
Venue (city, country)	
Dates of activity	From _____ to _____

Please enclose a copy of the invitation/acceptance and brochure of the workshop.

Details of workshop (Please attach a copy of brochure)

Dates that you propose to attend	
Proposed departure	Date: _____ Select: Morning <input type="checkbox"/> Evening <input type="checkbox"/>
Proposed arrival (return)	Date: _____ Select: Morning <input type="checkbox"/> Evening <input type="checkbox"/>
If online, will you be leaving station if duty leave is asked for?	Yes/No. If yes, the reason: _____

What are you requesting for?

Duty leave	From: _____ to _____ (___ days)
Ex-India/Own leave, if any	From: _____ to _____ (___ days)
Prefix/suffix holiday, if any	Attach Sunday/holiday (only at start or end):
TA (Travel)	<input type="checkbox"/> No <input type="checkbox"/> Yes Approximate amount: Rs. _____
DA (Hotel/food, etc)	<input type="checkbox"/> No <input type="checkbox"/> Yes Approximate amount: Rs. _____
Registration fee	<input type="checkbox"/> No <input type="checkbox"/> Yes Amount: Rs. _____ (enclose proof)
NOC for visa needed	<input type="checkbox"/> No <input type="checkbox"/> Yes
Medical insurance	<input type="checkbox"/> No <input type="checkbox"/> Yes (only if abroad). Approximate amount: Rs. _____
Visa fee	<input type="checkbox"/> No <input type="checkbox"/> Yes Approximate amount: Rs. _____
Total approximate cost	Rs. _____

Conference funding/duty leave availed in current financial year (Apr 1 to Mar 31)

Duty leave (days)		Funded national conferences already availed this year	
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Justification for attending the requested workshop.

Please list the officer's competencies the workshop is expected to improve.	
How is attendance at the workshop is expected to lead to measurable changes in department or Institute (start new services, new educational technologies, new research capacity, or improvement in quality of care, education or research or other domains, etc).	

Previous 3 international meetings attended with institute funding (name, country, dates)

Contributions made by the faculty member to department / institution based on skills acquired in previous two international workshops attended with Institute funds (if multiple workshops attended previously, please copy/past the table below and give information for each workshop)

Title, dates, duration of the workshop attended	
What were the objectives of attending that workshop	
Please list the extent to which the stated objectives have been achieved	
Please list the outcomes achieved at department/ institution level based on learnings from the workshop, e.g. new services, educational technologies, research capacity, or improvement in quality of care, education or research or other domains carried out.	
Please list the anticipated benefits that were not realized and why.	

Any additional comment/request	Signature of applicant with date & seal

Specific comments of the Head of the Department on the following points:

How is the work related to the training currently being done in the department?	
Describe the need or a gap in services (in scope or quality) that the department has identified, and will the proposed training fulfill this substantially.	
Is similar training available in India? If yes, specific reasons why the Institute should spend on the training abroad.	
The quantifiable benefits anticipated to the department and / or to the Institute by deputing the officer for the training program.	
Outcomes at department/ Institute achieved based on previous workshops attended by the faculty member (e.g. new services, new educational technologies or new research capacity, or improvement in quality of care, education or research or other domains.)	

Final recommendations of the department head

Signature with date & seal

<input type="checkbox"/> No <input type="checkbox"/> Yes	
Any comments	

P.T.O.

For office use only

If permission is sought : **Granted / Not granted**

[OR]

If duty leave is requested

Verification

1. Balance duty leave sufficient to him/her : Yes/No

Balance leave available _____

This event _____

Balance after this sanction _____

2. Enclosures:

 Invitation : Yes/No

 Conference circular (if applicable) : Yes/No .

Sanction

1. Sanction to attend the event be granted : Yes / No

2. Duty leave may be sanctioned : _____ days

3. Details of Fees & Amount :

4. Any other :

Remarks if any
