

Standard Operating Procedures for grant of permission to the faculty members to attend national and international conferences and other scientific assignments


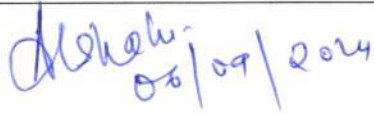
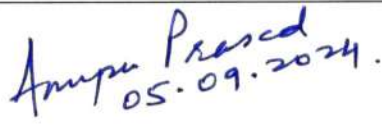
Rajendra Institute of Medical Sciences, Ranchi, Jharkhand

Version: 2.0


Date: 04.09.2024

Pages:..., Annexure:

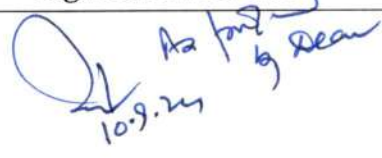
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Serial No.	Current Version Number	Effective Date	Description (Changes from the previous)
1	1.0	24 th July 2024	Not Applicable
2	2.0	4 th September 2024	Purpose and scope added on page 2, Table of content added on page 3. In Point no. 1A India is replaced by India and SAARC countries. Point no. 8 and 9 added in General Rules on page no. 09.

Purpose:

Travelling is an excellent opportunity to share the skills and knowledge, to learn the innovations in research, and to establish a professional network. Rajendra Institute of Medical Sciences, Ranchi aims to offer its faculties and research scholars to travel to attend national and international conferences and other scientific meetings or assignments to showcase their scientific achievements, present research papers, to deliver talks or lectures, to attend seminars, symposia, workshops and training programs

Scope:

This SOP applies to all the administrators, faculty members and researchers employed at RIMS, Ranchi

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1. Participation in scientific meeting/ conference/ symposium/ seminars/ Workshop/ CMEs/ Short-term training or course or program (not more than two weeks) in India and abroad

A. In India and SAARC countries

The **Director**, at his discretion, may permit a member of faculty to participate Scientific Meeting/ Conference/ Symposium/ Seminars/ Workshop/ CME/ Short-Term Training or course or program (not more than 14 days) within India with or without travelling allowance (TA), Daily Allowance (DA) and Registration fee in each Financial Year, provided that:

- a. **Only 2 such events are permissible in each financial year for TA, DA and Registration fee from the Institute.**
- b. He/She should have completed six months of services as a faculty member continuously, before commencement of the events and should also have one year of service remaining after the end of event.
- c. His/her scientific paper should have been accepted for presentation or he /she should have received invitation for lecture/talk/panel discussion as speaker/Faculty in workshop / or chairing/Co – chairing of session or he/she may have invitation to participate as a delegate from the organizers (in this case without financial support from RIMS, Ranchi).
- d. For participation of such events without financial support from the Institute, a clear statement with regards to the source of funding to meet the expenditure for such visits along-with documentary evidence to that effect should be submitted. In case of self-funding, he/she should give a clear statement to this effect in their application. Funding agency should be a government organization, autonomous body, society, scientific association, charitable trust/ society or non-profit organization. **Acceptance of funding from any private companies or organization to meet the expenditure for such visit shall not be allowed.**
- e. He/She will be required to submit participation certificate and a report on the event within a period of 15 days on return.
- f. In case of training program or courses, the invitation letter should be addressed to the Director, RIMS, Ranchi and the application to attend such training/courses should be routed through proper channel.

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- g. If the faculty leaves the services of RIMS within one year of attending events with financial support, he has to refund the entire reimbursement amount for such event.

B. In the countries abroad

The Hon'ble Chairman, General Body on recommendation of Director, RIMS, Ranchi may permit a member of faculty to participate Scientific Meeting/ Conference/ Symposium/ Seminars/Workshop/CMEs/Short-term Training or Course or Program (**not more than two weeks**) on duty terms abroad with or without financial commitment by the Institute. However, Registration Fee, Airfare, Visa Fee, hotel accommodation charges, Per-diem (Daily allowances) as per rules will be provided to the faculties for platform presentation of scientific papers or to chair/co-chair the scientific session or to deliver lecture as an Invited speaker/Faculty in workshop. Application from the faculty members for such purpose will be considered provided that: -

- a. In case of financial support from the Institute, he/she should have completed the probation period as a faculty member and should have at-least **three years'** service remaining before commencement of the event.
- b. The entitlement for financial support shall be once in **three financial years** for all grades of faculties starting from Assistant Professor till Professor.
- c. Where scientific papers are to be presented, his/her scientific paper must be an outcome of the research conducted at the Institute or collaborative research or special cases treated/diagnosed in institute and should have been accepted for presentation. For chairing/Co-chairing the scientific session or to deliver lecture as an Invited Speaker or Faculty for workshop he/she should have been invited for the same by the organizers.
- d. He/she will be required to submit participation certificate and a report within a period of 15 days on return.
- e. For participation of such events without financial support from the institute, the faculty members should have been invited by the Conference organizer. He/she should furnish a clear statement with regards to the source of funding to meet the expenditure for such visits and to submit documentary evidence to that effect.

Funding from any private companies for such visits will not be allowed.

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- f. Faculty who intends to attend events abroad have to submit a statement regarding no. and details of foreign trip undertaken by them in last five years from date of application and the source of funding for all such events.
- g. In case of training program/courses, the invitation letter should be addressed to the Director, RIMS, Ranchi or the application to attend such training/courses should be routed through proper channel.
- h. If the faculty leaves the services of RIMS within three years of attending events abroad with financial support, he/she has to refund the entire reimbursement amount for such event.
- i. The faculty should have completed six months of services as a faculty member continuously, before commencement of the events and should also have three years of service left after the end of events.

2. Participation in the meeting of the decision-making bodies like executive boards, organizing committees, scientific program committees, etc.

The **Director**, at his discretion, may permit a member of faculty to participate in the meeting of the abovementioned committees/boards and/or administrative activities/policy within India subject to the condition that no financial commitments would devolve on the part of the Institute.

For all such assignments in abroad, recommendation of Director and permission of Hon'ble Chairman, G.B will be mandatory.

3. Attendance at the meeting on expert advisory groups, advisory panels, Steering committees and task force etc. of the World Health Organization And other UN agencies.

The Director, at his discretion, may permit a member of the faculty to attend meetings such as Advisory Panels, Steering Committees, Task Force etc. of the WHO and other UN Agencies. The period of absence for attending such assignment will be treated as leave of duty.

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4. Permission to accept the examinership in India and abroad.

A member of the Faculty may be permitted at the discretion of the Director to accept the offer being appointed as examiner in India and the period of absence from headquarter for such purpose including the transit period, will be treated as on duty. No TA/DA or any financial commitment would devolve on the part of the institute for such purpose.

For similar assignment outside India, permission of Hon'ble chairman, G.B. will be mandatory. Other terms and conditions will remain the same.

5. Permission to accept invitation to assist the various selection committees in India

The Director may, at his discretion, grant permission to the members of the faculty to accept invitations from various organizations both from India or abroad to assist them in making selections. The period of absence from headquarters including the transit time may be treated as on duty. No TA/DA financial commitment would devolve on the part of the Institute.

6. Permission to accept invitations from indian/foreign universities and institutions for delivering lectures/conducting workshops.

The Director may at his discretion allow a member of faculty to accept invitation from the Indian/foreign universities and institutions for lecture/conducting workshops. The period of absence for such purpose including the period spent on travel will be treated as on duty. No TA/DA financial commitment would devolve on the part of the Institute.

7. Permission to accept membership of the scientific advisory boards, experts Committees, task forces or any other expert advisory group of National/international scientific bodies.

The Director may permit at his discretion, a member of the faculty to accept the invitations to serve on the Scientific advisory Board, the Expert Committee, Task Forces or any other expert advisory Group of national/International scientific bodies and depute them to attend the meetings of these committees as on duty, but no TA/DA will be payable by the Institute.

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8. Permission to accept membership and to attend the meetings of University Grants Commission/ Indian universities/ medical colleges/ autonomous Bodies

The Director may permit, at his discretion, a member of the faculty to accept membership and to attend the meeting of the Advisory Board of the Indian University/Medical College or any teaching and research Institution Organization. The period of absence will be treated as on duty. No TA/DA will be paid by the Institute.

No permission will be granted to a faculty member to be associated either as member of consultant of private Medical Institution/Hospital/Centre in India or abroad which is running on commercial basis. However, if an academic activity is organized by private Institute/Medical College/recognized Hospitals, then the Faculty members may be permitted for such purpose by Director, RIMS; TA/DA/reg. Fee is payable by the Institute if permissible as per clause No. I (i) of point No. 1.

9. Permission to conduct inspection and to examine the facilities for starting undergraduate/ postgraduate courses etc. at various medical colleges/universities.

The Director may permit, at his discretion a member of the faculty to conduct inspection and to examine the facilities available for starting undergraduate/Postgraduate medical courses etc. at various medical/dental colleges/Indian Universities on behalf of the NMC/DCI or State Government of a University; National Board of Examination or any other statutory bodies.

The period of absence will be treated as on duty but no TA/DA will be paid by RIMS.

10. Permission to participate in the planning organization and to conduct Community health care work.

The Director may permit, at his discretion, a faculty member to participate at the instance of Central, State and other Government agencies in the planning organization and conduct of community health care work including participation in experiments to develop alternate models of health care delivery for the benefit for general public in any place in the country.

The period of absence will be treated as **on duty** but no TA/DA will be paid by the Institute.

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11. Other assignments in India or abroad that are connected with the activities of the Institute and considered to be in the interest of the Institute/country.

The Director may also permit the member of the faculty to take up any other assignments in India or abroad which are connected with the activities of the Institute and considered to be in the interest of the Institute/country. The period of absence will be treated as 'On Duty' but no TA/DA will be paid by the Institute.

12. For meeting related to the Research Project in India and abroad which may be funded by private research institution/foundations/ companies in which the concerned faculty member is either Co-Investigator or Investigator.

For meeting related to the Research Project in India and abroad which may be funded by private research institution/foundations/ companies in which the concerned faculty member is either Co-Investigator or Investigator, the faculty member may be allowed to attend such meetings provided that the project ideally should have been cleared by the Ethics committee and registered with the Institute. In addition, permission may be granted to attend investigator's meeting for protocol development provided in principle approval has been given by the research section. TA/DA for such visits can only be claimed from the registered Research Projects provided that the visit is related to the concerned research project and there will be adequate funds available in such research projects on the head of TA/ DA for attending such meetings.

13. General rules: -

- 1. Participation of all the aforesaid activities with leave on duty is restricted to 28 days in a financial year.** This will exclude the participation in such events where the institute/Govt of Jharkhand itself has nominated or recommended the name of faculty for attending the event in interest of institute/state government/centralgovernment. No further requests for participation of any activities beyond the permissible leave on duty will be entertained. However, He or she may apply for leave of kind due (Earned

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- leave/CL/CPL) if permissible for this purpose, provided that no TA/DA/Registration fee will be provided for such visits.
2. The period of leave on duty would be restricted into the actual period of the event and the actual transit period for which the faculty has to submit documentary evidence.
 3. The concerned Chief of Centre/Head of the Department will ensure the availability of 50% faculty members (Permanent faculties + senior residents) on duty during the entire period (relaxable where only one/two faculty member is present in the department at the discretion of the Director).
 4. Faculty members who accept any foreign hospitality are advised to obtain clearance from **Foreign Contributory Regulation Authority (FCRA)**. Foreign Hospitality means any offer, not being a purely casual one, made in cash or kind by a foreign source for providing a person with the costs of travel to any foreign country or territory or with free board, lodging transport or medical treatment.
 5. The Faculty shall not be permitted to avail/attend any academic events including fellowship/training/assignment with funding from a private organization.
 6. Faculty member who seeks permission to conduct examination in private institution, he/she should be appointed by the University under which the Institution concerned is affiliated
 7. The faculty member is required to make their plan well-in-advance for participating the events and their application for such purpose is required to be submitted to the DEAN office 3 weeks prior in case of visits within India and 6 weeks prior in case of visits abroad, from the date of commencement of the events, so that the outcome of the applications could be communicated well before proceeding for the events.
 8. Tickets for national and international conferences must be through shortest route of journey/ most economical for the route and the faculties will ensure to provide undertaking in this regard.
 9. Faculties will book the tickets through an empanelled travel agency or by their own ID for which they will have to certify the TA bill that they haven't booked the tickets through authorized travel agent.
 10. For participation in any conference/workshop/meetings prior sanction is necessary.
 11. For participation in any event abroad, permission of Hon'ble Chairman, G.B. is mandatory as per Sl. no. 55 of schedule I of RIMS Regulation, 2014

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All faculty members of the institute are requested to adhere to this SOP and general conditions while submitting their applications for the above purpose.

References:

1. Guidelines for grant of permission to the faculty members of the Institute to attend various scientific conferences and other assignments in India and abroad, AIIMS, New Delhi.
2. SGPGI office order regarding the guideline of travel ticket booking vide office order 2210 dated 26.11.2019.

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05/09/2024*

