

PROF. JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY
ADMN.OFFICE: RAJENDRANAGAR: HYDERABAD-500030

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Cir.Memo.No.1074/Ser.T/A1/2024

Dated:02.02.2024

Sub:- PJTSAU – Estt., - Permission to participate in the Training programmes/ Conference/ Symposia/Seminars/Workshops/ External examiner/Selection Committee meetings etc., by the Teachers/Scientists – Certain guidelines – Issued.

Ref:- Cir.Memo.No.1334/Ser.T/A1/2017, Dated.21.08.2023.

In continuation of the orders issued in the reference cited, all the Associate Directors of Research, Associate Deans of Colleges, Principals of Polytechnics, Heads of Research Stations/Schemes, Programme Coordinators of KVKs, Coordinators of DAATT Centers are once again informed to observe the following guidelines while sending the nominations of Teachers/Scientists for participation in summer/winter schools/short courses/refresher courses/conferences/seminars/symposium/workshops/research methodology course/external examiner/selection committees/submission of abstracts etc.,

1. The teacher/scientist have to put in a minimum period of two years' service.
2. Number of training programmes attended earlier and the justification for the present one should be furnished.
3. International seminar/symposium/conference etc., may be permitted only once in two financial years (abroad) with or without financial support from the University.
4. National Seminar/Symposium/Conference etc., may be permitted in physical/online courses one each in a financial year. Only one of the authors of the publication shall be permitted for participation in the above programmes. He/She has to submit NOC from co-authors of the publication. He/she shall present the findings of the research before the Head of the Department/Station/College and a group of senior teachers/scientists to improve the quality of presentation, before sending to the organizers.
5. Orientation/Refresher/Research Methodology Course of 2/3 weeks duration, which is required under Career Advancement Scheme, only once in a financial year. A maximum of two such courses may be permitted. However, the Dean of Faculty/Directors may permit for additional course as a special case.
6. A short training/Teaching–Learning Technology/Skill Development Programme etc., (up to one week duration) one each in Physical/Online in a financial year. Nominations for such short courses will be decided keeping in view of the specific need of the University.
7. External Examiner and selection committee meetings shall be limited to twice in a calendar year without any financial commitment on the part of the University. Total absence from the head quarter for such assignments should not exceed seven working days and this period shall be treated as “on duty”.
8. Any programme of one week or more duration attended by the faculty shall submit report highlighting the take home points and scope for implementation to the University. A presentation at College/Dept. level shall be arranged to share the learnings of the training with faculty and students.

PTO.,

9. The application of the faculty shall be forwarded only if it is in the relevant field of work.

Therefore, all the Associate Director's of Research, Associate Deans of Colleges, Principals of Polytechnics, Heads of Research Stations/Schemes, Programme Coordinators of KVKs, Coordinators of DAATT Centers are requested bring it to the notice of the Teachers/Scientists working under their control for effective implementation and send the proposals to concerned Deans/Directors at least 10/15 days before commencement of the programme with complete information in future. The revised proforma prescribed for the above purpose is herewith enclosed.

The proposals received without remarks of the concerned Heads/Controlling Officers/in the specified format will not be entertained.

This Circular Memo. and revised proforma can be accessed in the University website www.pjtsau.edu.in.

M. Venkata Ramana
Registrar

To

All the Associate Deans of Colleges
All the Associate Directors of Research of RARSs
All the Heads of Research Stations/Schemes
All the Principals/Vice-Principals of Polytechnics
All the Programme Coordinators of KVKs
All the Coordinators of DAATTCs

Copy to: The Professor & Head, University Computer Centre, R'nagar with a request
upload the Circular and format (enclosed) in the University website

Cc to: PA to Registrar/Dean of Agriculture/Dean of Agricultural Engineering &
Technology/Dean of Community Science/Director of Research/Director of
Extension/Director (Polytechnics), Admn.Office

Cc to: Sf/sc.

//F.B.O.//


Superintendent

PROF. JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY
Revised proforma for attending Training Programs/Seminars/Conference/Workshops etc.,

1.	Name of the Teacher / Scientist	
2.	Designation	
3.	Place of work	
4.	Date of appointment in the University	
5.	Date of appointment in the present cadre (mention Academic Level)	
6.	Training programs already attended in the present cadre	
	a. No. of short term training programs up to one week Indicate title and period of the programs	
	b. No. of 2 week Training programs Indicate title and period of the programs	
	c. No. of 21 days Training programs Indicate title and period of the programs	
7.	No. of Conference/Symposium/Seminars/Workshops etc., attended during the current financial year	
8.	No. of External examiner/Selection committee meetings attended during the current calendar year	
9.	Title of the program proposed to be attended	
	a. Objectives of the program	
	b. Period of the program	
	c. Venue	
	d. No. of days absence from head quarters	
10.	Whether it is necessary for CAS, if yes give month & year of CAS due	
11.	Who will bear the TA, DA and Registration fee	
		Signature of the Applicant
11.	If, the TA/DA/Registration fee is borne by PJTSAU, the Head / Controlling Officer may certify whether enough budget is available at the college / scheme / project	
12.	Mention alternate arrangements during the absence of the individual	
13.	Recommendations of the Head and justification of relevance of the training to the faculty	
14.	<u>Certificate:</u> Certified that the above information furnished by the individual is verified with office records and found correct particularly with reference to requirements to CAS promotion	
		Signature of the Head
15.	Recommendations of the Controlling Officer	
		Signature of the Controlling Officer
16.	Recommendations of the Dean of Faculty / Director of Research / Director of Extension / Director (Polytechnic)	
		Signature of the Dean of Faculty / Director of Research / Director of Extension/Director (Polytechnic)