



Ref: BIT/Off/Circ/2020/45

Date: 11/12/2020

CIRCULAR

Sub: Policy for attending FDPs/Workshops/ Conferences

In order to enhance the knowledge of Faculty and promote a culture of Skill enhancement, Research in all, Faculty are encouraged to attend Workshops, FDPs, and Conferences of repute. Besides, attending the In-house Workshops/FDPs/Conference it is mandatory for everyone to attend events conducted in other Colleges as well.

The following are the guidelines:





1. All Faculty are required to attend a minimum of one FDP/ Workshop/ Conference per year.
2. HoD's should ensure that all are given equal opportunity in the respective department.
3. A request letter through proper Channel has to be given to the Principal.
4. Fees mentioned in the Brochure, TA, and DA will be provided accordingly and at the discretion of management.
5. Special Casual Leave(SCL) will be provided for attending the Workshop/FDP/ Conference.
6. Faculty who claim Fees towards attending the same are required to submit Attendance certificate, Proof of participation at the time of reporting back to the College. Once found satisfactory then Leave and Fees will be sanctioned.

Principal


11/12/2020

Copy to: All HoDs,

Chairman- for kind information

Mech - 
Civl - 
ECE - 
ESE - 
Basic Sc - 