

Entitlement of workshop leave and granting procedure



Entitlement of
workshop leave
and
granting procedure

Entitlement of
workshop leave
and
granting procedure

Faiz Marikar

First Edition 2015

Entitlement of workshop leave and granting procedure

© Faiz Marikar

ISBN 978-955-0301-16-4

Page Setting
Faiz Marikar

Cover and Graphics by
Faiz Marikar

Published by
General Sir John Kotelawala Defence University
Ratmalana

18152/2118/500

ENTITLEMENT OF WORKSHOP
LEAVE AND PROCEDURES FOR
GRANTING WORKSHOP LEAVE
TO ACADEMIC STAFF

Compiled by Faiz Marikar

May 2015

Preface

In 2014 onwards, I have been promoted for the Director/Staff Development Centre. The urge to write this book originated in my own experiences as an administrator at General Sir John Kotelawela Defence University. I have taken steps to streamline the administrative procedures in all aspects of KDU including the granting leave for workshops and conferences.

This Guidebook titled Entitlement of workshop leave and procedures for granting workshop leave to academic staff provides information on leave entitlement as defined by the UGC Establishment Code and regulations governing the approval procedures as prescribed by the UGC through the respective UGC Circulars and Circular letters which will be implemented by the KDU. I firmly believe this guideline will help for valuable resource to the Deans of faculties, Heads of Departments and academic staff and other administrative staff offices, administrative assistants and clerical staff in discharging their duties effectively.

If this Guidebook strikes even a few positive chords among new generations of academics, then writing it will have been worthwhile.

I am grateful also to a wide range of other colleagues, who may recognize their own ideas and inputs

Acknowledgments

First I would like to acknowledge our Vice Chancellor Maj. General Milinda Peiris for generous support given during initial preparation of the guidebook. Second, I would like to thank Professor Harischandra Abeygunawardena former Vice Chancellor at University of Peradeniya for his generous guideline for finalize this guidebook.

I would like to thank my friends and colleagues for their help in reviewing this book. My gratitude goes to all my students at Certificate of Teaching in Higher Education programme at General Sir John Kotelawala Defence University. I have been helped throughout the preparation of this guidebook by the interest of friends and colleagues who have given strong support.

Last not least, excellent support from my loving family, parents and sister's family for generous contribution for finalized the guidebook.

To you all, my grateful thanks.

Faiz Marikar PhD/DSc
Director/Staff Development Centre

Contents

Preface	i
Acknowledgments	iii
1 General Conditions	1
1.1 General Conditions Applicable to all Categories of Leave	1
1.2 Procedure for Granting Leave	3
1.3 Leave to attend Seminars, Conferences, Workshops and Training Programmes	4
1.3.1 Conditions	4
1.3.2 Entitlement	5
1.4 Special Leave	5
1.4.1 Conditions	5
1.4.2 Entitlement	6
2 Granting Financial Assistance	7
2.1 KDU Policy Framework on financial assistance	7
2.1.1 General Guidelines	8
2.2 Instructions for submission of a Report	10
2.2.1 Report on the outcome of the participation at the (name of the event)	10

3	Annex	13
3.1	Application for Financial support to Partici- pation	13
3.2	UGC Circular No - 710	13

Chapter 1

General Conditions

1.1 General Conditions Applicable to all Categories of Leave

- Leave once granted may be withheld, curtailed or recalled if it is necessary to do so in the interest of the University. This clearly implies that the leave is a privilege and not a right of employee
- Applicable/Request for leave to be spent in the island should be submitted to the Vice-Chancellor/ Director of the Institute/Dean/Head of Department as appropriate, well in time to ensure that satisfactory-acting arrangements are made with regard to attending to the duties of the employee. The Head of Department, Dean of the Faculty should satisfy himself/herself that suitable arrangements have been made for the performance of the applicant work/duties (cover up work) during the period of the leave applied for.

- Overseas Leave – Applications for overseas leave should be made in the prescribed form (i.e. relevant form as prescribed in the Annex) and should be forwarded to the Vice Chancellor through the following formal channel. Applicant; Head of Department; Dean; DVC (Academic); SAR (Establishment); Registrar; Chairman Leave and Affairs; Vice Chancellor and finally it will go to Ministry of Defence. Application to be submitted two weeks prior to the date of Leave. You may apply for the leave in a proper channel to the Vice Chancellor and the Academic Establishment Department to be sent to the appropriate authority for approval. No matter of staff shall leave the country without obtaining permission of the Ministry of Defence, and the Office of His Excellency the President of the Democratic Socialist Republic of Sri Lanka. An application for leave out of the island should, when possible be made not less than one month before the date from which the leave is to commence. (Specimen of the leave application are given in the Annex)
- In calculating Casual Leave, the Public Holidays, Saturdays and Sundays should be excluded. Any type of Leave when it is to be spent outside the island includes Saturdays, Sundays and Public Holidays falling with such period of leave
- When availing of leave on no pay basis, for longer periods arrangements have to be made to the satisfaction of the University to pay monthly loan installments and other dues during the period of no pay leave as applicable.

- An officer who is authorized or nominated to grant leave may not grant his own leave, but shall submit his application for leave to his immediate superior for consideration

1.2 Procedure for Granting Leave

- Employee of the university shall submit a dully filled application prescribed for
- The type of leave applied with a covering letter to the Academic Establishment Division directly, through the Head of the Department and the Dean of the faculty concerned
- The DR or SAR/Academic Establishment shall instruct the staff assistant or clerk officer handling the subject for the scrutiny of the application to verify all information provided and to determine the entitlements and eligibility of the applicant for the type of leave applied.
- The application with relevant notes and additional documents then must be tabled at the Leave and Awards Committee for its observations and recommendations to the Vice Chancellor. The Leave and Award Committee shall review the application and make submissions to the Vice Chancellor for final decisions.

- Leave and Awards Committee recommended application is submitted to the Vice Chancellor and the Vice Chancellor, except in situations where the applicant has been subjected formal inquiry, may grant leave subject to approval of the Board of Management and the letter granting leave will be issued to the applicant.

1.3 Leave to attend Seminars, Conferences, Workshops and Training Programmes

1.3.1 Conditions

Local leave shall be granted by the Board of Management, but leave for periods not exceeding two weeks at a time may be granted by the Vice-Chancellor, subject to the covering approval of the Board of Management. Teachers may be granted overseas leave with pay during term time to attend Seminars, Conferences, Workshops and Training Programmes for periods specified below, provided that such attendance will be of benefit to the University/Institute concerned but neither involves expenditure, nor adversely affects such Teachers services to the Institution.

1.3.2 Entitlement

1. Up to 30 days in an academic year to attend conferences, workshops, seminars and similar meetings, irrespective of the number of visits made for such purposes and
2. Up to 30 days in an academic year to participate in Training Programmes, irrespective of the number of visits

Maximum of 45 days for (1) and (2) during term time in the academic year concerned

Source and Reference: Commission Circular No 710 of 01.07.1997 (Amended the provisions of circular No 74 of 28.04.1980)

Note – (Formal application to obtain permission to go out of Sri Lanka is annexed as appendix) (Formal application to obtain leave for this purpose is annexed as appendix)

1.4 Special Leave

1.4.1 Conditions

In exceptional circumstances, University/Institute with the prior approval of the Board of Management can grant special leave to any teacher, who has an outstanding record of publications and research in order to accept a prestigious fellowship or other award in a recognized foreign university or research institution. Such leave shall not be set off against the sabbatical leave entitlement (UGC Circular No 430 of 3/3/1980)

1.4.2 Entitlement

1. No teacher shall normally be eligible for special leave unless he had served the University/Institute concerned for a period of at least two years since resuming duties after his period of study leave or last period of sabbatical leave
2. Special leave shall be given without pay and shall not extend beyond a period of one year

Chapter 2

Granting Financial Assistance

2.1 KDU Policy Framework on financial assistance

BOM has granted (535:02) its approval to implement the following Policy Framework for granting financial assistance to the Academic Staff (Military/Civil) for presenting research papers and attending workshops/seminars/conferences/ symposiums locally or aboard w.e.f. 01.09.2011 under the following conditions..

8 CHAPTER 2. GRANTING FINANCIAL ASSISTANCE

The following maximum limits should be applied under this scheme::

- Short term training programme or workshop - LKR 75,000.00
- Presenting a paper at a conference held overseas - LKR 100,000.00
- Assistance for publications – LKR 25,000.00
- Cost of conference / workshop / seminar / symposium And training programme organized locally – LKR 25,000.00

Such financial assistance provide for overseas visits should cover one or more of the following.

- Air fare / Airport taxes
- Visa fees
- Living expenses
- Course / Conference / Training / Workshop registration fee

2.1.1 General Guidelines

In the case of training programme priority would be given to those who are in the junior categories, i.e. up to Probationary Lecture and to those who have not had an opportunity for overseas study or training before.

2.1. KDU POLICY FRAMEWORK ON FINANCIAL ASSISTANCE⁹

Priority should be given to the senior categories, i.e. Professors and Senior Lecturers For attending seminars / conferences / symposia / and for presenting papers.

Those receiving financial assistance should submit the following

1. Progress report where relevant
 2. Results sheet where relevant
 3. General report on the course/seminar/conference/symposium to submitted to the Deputy Vice-Chancellor (Academic) within 14 days after returning to Sri Lanka.
- Financial Assistance could be provided for Local courses / seminars / training programme / conference / workshops or other study programmes conducted by Higher Educational Institutions and recognized associations acceptable to KDU are relevant to the course of study.
 - Financial Assistance could be provided to academic (military / civil) staff once every 03 years.
 - The members of the Academic Staff (military/civil) whose papers and research works are published in internationally recognized journals, Magazines, Periodicals and other publication will receive financial rewards plus appreciation of KDU
 - Please see Annex A – Application for Financial Support

2.2 Instructions for submission of a Report

An Academic staff member who received financial support for attending a local or foreign Conference/Workshops/ Annual Sessions of Academic Bodies and Scientific Societies should submit a report on return to the DVC (Academic) through HOD and the Dean of the Faculty within TWO months in the following format.

2.2.1 Report on the outcome of the participation at the (name of the event)

There is no prescribed proforma for a teaching portfolio. Each portfolio is unique, but usually contains most of the following information:

1. **Introduction:** Give a quarter-page description on the importance of the event, its themes/scope, relevance to your area of research at KDU and key researchers participated at the event.
2. **Nature of participation:** Give a half-page description on your role as a presenter, resource person, guest speaker or a participant at the event. If you were a presenter/resource person/guest speaker give the title (reference in case of a research paper of your paper and your contribution or findings. If you were a participant, state the sessions you attended and key researches that stimulated your ongoing/intended research work.
3. **Benefits of participation:** Give a quarter-page description on identification of key researchers, institutes, similar projects with your area of research. Also write

2.2. INSTRUCTIONS FOR SUBMISSION OF A REPORT 11

about any contacts/collaborations you were able to establish so as to strengthen research profile of KDU.

4. **Best Practices** Describe the best practices that you have learned in the Conferences/ Workshop and how they can be adopted by KDU.
5. **Recommendations** Provide a list of recommendations to KDU based on experience/ collaborations in connection with your participation at the Conference/ workshop, etc.

Chapter 3

Annex

3.1 Application for Financial support to Participation

3.2 UGC Circular No - 710

KDU/RD/G1

Application for Financial support to Participation at Local and Foreign Conference/Workshops/Annual Sessions of Academic Bodies and Scientific Societies.

1. Name of the Applicant:

2. Designation:

3. Department/Faculty:

4. Name of the event:

5. Nature of the participation (please attach the evidence):

Participant Presenter Resource person Guest speaker

6. Address of the location of the event:

7. Date of the event: From: To:

8. State the relevance of the event for the applicant/institute:

9. Arrangements for the departmental activities in absence of the applicant:

10. Amount of Financial Assistance requested:

11. Have you received a financial support to attend a similar event before? Yes/No

Date:

Name of the event:

12. Have you submitted a report after attending the event stated in (11)? Yes/No/NA

Date.....

Signature of the applicant

Figure 3.1: Application Form Financial page 1

For Office use only

13. To: **Dean of the Faculty of**

..... Date:
Signature of the Head of the Department of

14. To: **SAR/Establishments**

..... Date:
Signature of the Dean of the Faculty of

15. To: **Dean of Research and Development**

..... Date:
Signature of SAR/Establishments

16. To: **Chairman/Senate Research Committee**

..... Date:
Signature of Dean Research and Development

17. To: **Vice-Chancellor**

..... Date:
Signature of Chairman Senate Research Committee (DVC/Academic)

18. **Approval of the Vice-Chancellor**

..... Date:
Signature of the Vice-Chancellor

Figure 3.2: Application Form Financial page 2

Commission Circular No: 710

01st July 1997

Vice-Chancellors of Universities,
Rectors of Campuses,
Directors of Institutes.

**LEAVE TO TEACHERS TO ATTEND SEMINARS, CONFERENCES &
WORKSHOPS AnD TRAINING PROGRAMMES**

The University Grants Commission has decided to amend the regulations governing the above matter and accordingly paragraphs 21 and 22 of Commission Circular No.74 dated 28th April 1980 are amended as follows:-

Leave to Teachers to attend Seminars, Conferences & Workshops and Training Programmes

21 Teachers may be granted overseas leave with pay during term time to attend seminars, conferences & workshops and training programmes for periods specified below provided that such attendance will be of benefit to the Higher Educational Institution concerned but will neither involve expenditure nor adversely affect such teacher's services to the Institutions :

- (a) up to 30 days in an academic year to attend conferences, workshops, seminars and similar meetings irrespective of the number of visits made for such purposes; **And**
- (b) up to 30 days in an academic year to participate in training programmes irrespective of the number of visits made for such purposes;

Provided that the maximum period of overseas leave granted for (a) and (b) above does not exceed a total of 45 days during term time in the academic year concerned.

22 The above decisions will apply only to leave taken during term time. The provisions regarding vacation leave to teachers as set out in paragraph 24(1) will remain unchanged.

The above amendments are effective from 01st July 1997. Please take action accordingly

(Prof. S. Tilakaratna- Chairman)

Figure 3.3: UGC Circular 710