

**BHARATI VIDYAPEETH
(DEEMED to be UNIVERSITY)
DENTAL COLLEGE AND HOSPITAL, PUNE**

Date: 24th December 2019

NOTICE

To all HODs/ In-charges,

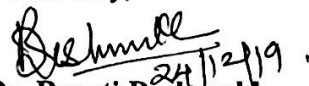
Respected Sir /Madam,

The Department of Oral and Maxillofacial Pathology and Oral Microbiology is now supervising the **Continuing Dental Education** activities in our institute. In this regard:

1. We request all departments to provide all details (brief write up and photographs) of all Continuing Dental Education Programmes conducted from 1st June 2019 to email address drswapnapatankar@gmail.com as soon as possible.
2. In addition, please find attached proforma for submission to the CDE Committee for approval.
3. The completed proforma should be submitted to the CDE Committee 30 days prior to the event.
4. The Guidelines for the conduct of CDE Program are also attached.
5. You are requested to mail a brief write up and photographs of the program conducted within a week to the above given email address.

I look forward to your cooperation and your suggestions in this regard.

Yours truly,


Dr. Revati Deshmukh
Professor and Head
Department of Oral and Maxillofacial Pathology and Oral Microbiology

**BHARATI VIDYAPEETH
(DEEMED to be UNIVERSITY)
DENTAL COLLEGE AND HOSPITAL, PUNE**

Date: 24th December 2019

NOTICE

To,
All HODs/ In-charges,

Sir /Madam,

I wish to bring to your attention the guidelines for the **Continuing Dental Education Programmes** to be conducted by our institute:

1. ALL expenses for the programmes must be recovered through Registration Fees from Delegates Participants.
2. No honorarium in Cash will be given to Speakers / Guest Faculty for these events. Speakers must be respected members of their specialty and eager to share their experiences and knowledge with other members of the fraternity.
3. Speakers / Guest Faculty may be provided Travelling Allowance on submission of their tickets (air, rail or road) or if travelling by personal vehicle at the rates prescribed by the University. Needless to say these expenses must be recovered through Registration Fees from delegates / Participants.
4. Speakers / Guest Faculty may be given a memento / gift not exceeding Rs. 2000/- for their effort. Memento is the preferred mode of appreciation.
5. Stay for Speakers / Guest Faculty may be arranged at Guest House where such facility exists or at a reasonably priced hotel. As far as possible such expenses should be avoided.
6. It is recommended that sponsorship be obtained from various sources for the conduct of CDE programmes and charges be levied for Trade Fair stalls.

I hope these guidelines are followed in the letter and spirit.

I look forward to your cooperation and your suggestions in this regard.

Yours truly,



**Dr. Rajesh Kshirsagar
Principal**

**BHARATI VIDYAPEETH
(DEEMED TO BE UNIVERSITY)
DENTAL COLLEGE AND HOSPITAL, PUNE**

Date: 24th December 2019

NOTICE

To,

All HODs /In-charges,

As discussed in the Core Committee Meeting I am forwarding the format for the '**Proposal to Conduct Workshop/Conference /Symposium**'. You are free to make further additions to the framework provided. However you are requested not to delete any of the items for which details have been sought. This format is an attempt to ensure that adequate thought is given to the preparation of events at the departmental level.

Soft copy of the format is attached herewith.

I seek your cooperation in this regard.



Dr. Rajesh Kshirsagar

Principal