

# **GUIDELINES FOR PARTICIPATION IN FDPs, CONFERENCES, SEMINARS, WORKSHOPS, QIPs**

## **VII**

**POLICY FOR FINANCIAL SUPPORT FOR PARTICIPATION OF FACULTY IN  
SEMINARS, CONFERENCES, WORKSHOPS, QIPs, TEACHERS' TRAINING  
PROGRAMMES ETC.**

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Sushant University encourages its teachers to go for higher education, to be actively engaged in research and also enhance and broaden their knowledge by attending various training programs and academic research works in the allied fields. The following Policy has been laid down for providing financial support to faculty members for attending Conferences / Seminars/Workshops in India and abroad:

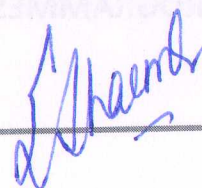
**Policy guidelines for Staff (Teaching / Non-teaching) Development Programs:**

**1. Eligibility**

- a) Teachers who are confirmed should only be allowed in such development programs maximum twice in an academic year. Teachers desirous of attending such programs should make/suggest alternative arrangements to conduct the classes and academic assignments without any inconvenience to the students.
- b) Nomination for participation in such training programmes must be recommended by the concerned Head / Dean of the School. Also, relevance of such programmes has to be established by the forwarding authority with regard to academic applications, relevance, reputation/standing of the Organisation and benefit to institution as to how such participation would improve the teaching and pedagogic process. Also such programmes must relate to the field / branch of the faculty member.

**2. Frequency and Duty Leave**

- a) For the first time nomination in the academic year, Registration fee, subject to maximum of Rs 15,000/- or travelling expenses for national/International level seminars, workshops & conferences in India may be considered for reimbursement. Duty leave will be at most for three days for local venue and one week for outstation. Conveyance reimbursement as per the institute policy for local travel shall be considered.
- b) Participation during 2<sup>nd</sup> time in a year will be subject to sanctioning of 50% of registration charges or 50% of travelling expenses whichever is less along with duty leave of maximum three days for local venue and one week for outstation.
- c) For participation in international Seminar, conference, workshops etc. that are being held abroad Head/Dean of the School shall recommend to the Vice-Chancellor for allowing a faculty member to attend international conference to present his research paper, after adjudging the relevance, academic application and importance of such participation, stability of the faculty, his / her contributions to the institution and students' feedback. Head/Dean of the School may recommend reimbursement of registration fee or 50% of the travel cost. Maximum one week duty leave may be considered for presenting research paper in international conferences. The IPR of such research paper shall remain with Sushant University. Participation in the international conference to present a paper shall be considered once in three years. The concerned faculty has to submit a bond to work at least for one year after his / her return from the conference.





*A written report of proceedings of such conferences/seminars/ training has to be submitted to the Head/Dean of the School within one week of the conclusion of such programme.*

3. **Incentive for publication in a refereed international journal of repute**

Is governed by Research Promotion & Incentive Policy version 4.0

4. **Complementary Support**

Several organizations support participation in Conferences / Seminars being held in India and abroad such as DST, INSA, UGC CSIR, DBT, etc. The faculty concerned should be encouraged to apply for complementary financial support also from such organizations.

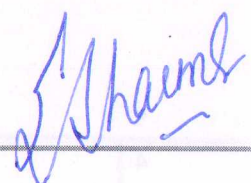
5. **Procedure**

Along with the application in a prescribed format, the following documents will be forwarded to Registrar and Vice Chancellor through the Head/Dean of the School for approval at least 15 days in advance to give time for proper processing:

- (a) Synopsis and a copy of the Paper to be presented
- (b) Certificate from the Author about originality of paper and "No Objection" Certificates from the Co-Authors, if any
- (c) Brochures of Seminar / Conference
- (d) Letter of Acceptance / Invitation from the organizers
- (e) Detailed information about the organizers of the International Conference/ Seminar and their credibility
- (f) Expenditure details as under:
  - (i) Registration Fee
  - (ii) Fare
  - (iii) Boarding & lodging / other expenses
- (g) Detailed recommendation of the Head of the Institution
- (h) Documentary proof of action taken on Para-4 above for complimentary financial support and progress thereafter.

6. **Study Leave (For Higher Education / Research)**

If a staff (Academic or Non-Academic) wishes to go on a long-term leave for career enhancement, depending on the exigencies of the situation, the University may sanction study leave without any salary and without any financial liability on the University for such a training; however, the concerned staff shall have to give an undertaking to join the University after the expiry of the study leave and serve the University at least for one year.



## 7. Permission to pursue higher Studies

Faculty may be permitted to pursue further studies provided it will not affect the duties and responsibilities in the institution and will be without detrimental to the teaching assignments throughout the academic year except the leave for appearing in examination on scheduled days. Prior permission is mandatory for enrollment for further studies.

No leave of any kind will be considered for preparation of examinations. Leave will be granted only on the examination days as per the date sheet submitted by the faculty/staff and as per eligibility of the faculty/staff.

