


POLICY FOR SANCTION OF FINANCIAL
ASSISTANCE FOR ATTENDING
CONFERENCE/SEMINAR/WORKSHOP/SHORT
TERM COURSE/FACULTY DEVELOPMENT
PROGRAM/REFRESHER COURSE/SHORT TERM
COURSE/PERSONALITY DEVELOPMENT
PROGRAM/MANAGEMENT DEVELOPMENT
PROGRAM ETC. IN INDIA AS WELL AS ABROAD

University encourages its faculty members to participate in national and International seminars/workshops conducted by Higher Education Institutes (HEIs), Research Institutes/Organizations etc. It helps them to get exposure of new areas of research and teaching, benefitting them as well as their pupils. The operative guidelines are described here under in detail:

- a) A faculty member may be deputed once in a year for presenting his/her paper in conference / workshop/seminar. Further, it can be extended to two, provided organizing Institute is an institute of eminence like IIM/IIT/NIT/IISERs/Central University and the faculty member has completed two years' services at Invertis.
- b) The Institute will reimburse train/air fare (actual or entitlement whichever is less) and the delegate fees for attending the seminar/workshop. Other expenses shall have to be borne by the teacher concerned.
- c) Academic leave will be granted for the duration of the program and the travel time.

The applicant for nomination to the program shall comply with the following:

- a) The application should be submitted to the office at least 30 days in advance of the date of the seminar with the research paper selected for the publication. It should have got vetted by the HOD & Dean of the Faculty and report attached.
- b) It must be accompanied by the acceptance of the program paper of the teacher from the organizing secretary of the program.
- c) In case of workshop, there has to be an invitation from the coordinator of the workshop. The institute will see whether the workshop will sharpen the skills of the participant, and then only will allow him/her for the same.
- d) The teacher concerned should give an account containing the probable amount to be spent by the Institute, the leave of absence and the academic development, he is likely to derive from such program.
- e) After returning from the program, he/she will submit a report in writing of the event along with the certificate of participation and submit the vouchers for reimbursement of the amount incurred on such event within a week of his/her return.
- f) The faculty member has to give the presentation of program outcome to the members of department.


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PERFORMA FOR FDP/CONFERENCE/SEMINAR

Date of Application

Applicant Name :

Department/ Institute :

Name, Nature and Address of the Programme :

No. of days academic leave required including
days of travel) :

Whether deputed in previous Semester/Year
by the Institute? :

The amount of financial support required for
registration, TA/DA :

The amount required from the Institute :

Signature of Applicant :

Remarks of the HR :

Recommendation of the HOD :

Recommendation of the DEAN :

Recommendation of the Vice-Chancellor :

Sanction of the Chancellor :

Santosh
Registrar
Invertis University
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