

Guidelines for attending Conference/ Workshop/Seminar/ Symposium/ STTP/Training etc..

1. Faculty/Staff members and UG/ PG students may be allowed to attend permissible program under R&D committee as per the following guidelines.
2. Faculty members/Staffs/Students may apply for attending Conference/ Workshops/ Seminar/ /Training etc. as per the available format.
3. A faculty/Staff may avail maximum TWO numbers of Programs in an academic year (including vacation/holidays).In case any faculty/staff deputed/nominated by the Institute authority shall not be counted within the above two.
4. A student may avail maximum TWO numbers of Programs in an academic year, out of which one must be presentation of paper.
5. Poster presentation shall be discouraged.
6. In case of presenting paper, the applicant shall preferably be 1st author of the paper.
7. A/DA and leave rule for all (faculty/staff) shall be as per Institute norms.
8. Scrutiny member(s) shall verify the fulfilment of requirement and the information submitted by the applicant before recommending the proposal to the higher authority.
9. In all the cases, the applicant shall submit a report to the department office after attending the program, as per the format available.
10. The R&D chairman shall have the right to alter/reject any of the above issues at any point of time