

**POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFFS TO ATTEND FDPs,  
RESEARCH WORKS, CONFERENCES, WORKSHOPS, SEMINARS, SYMPOSIA  
AND MEMBERSHIP FEES**



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## **POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFFS TO ATTEND FDPs, RESEARCH WORKS, CONFERENCES, WORKSHOPS, SEMINARS, SYMPOSIA AND MEMBERSHIP FEES**

Academic greatness depends on a constant process of quality improvement in both teaching and research. Education has undergone significant national and international structural changes that have widened access to learning. Teachers now need to be more versatile, flexible, and adaptable as a result of these developments. In order to strengthen their teachers with the knowledge update, the university strongly favours participation by its academician in conferences, seminars, workshops etc.

### **Policy Statement**

This policy aims to aid faculty members in advancing their academic careers. By giving teachers financial assistance and encouraging them to attend conferences, workshops, seminars, and training sessions that are offered both in India and abroad, the goal is achieved. This would help with networking, knowledge exchange, and promoting academic success. This helps to create a setting that is conducive to academic study. As a result of these interactions and interventions, teachers would be more effective on both a professional and personal level, which would help students, institutions, and individuals succeed academically.

### **Objectives**

- i.** Provide financial assistance to all teaching faculty in the form of reimbursement of , membership fees, registration fee and DA/TA for attending in seminars, symposia, conference, workshops, refresher courses, Professional Development Programs, Capacity Building, Faculty Development Programmes (FDPs), Management Development Programmes (MDPs) in India and abroad.
- ii.** As part of collaborative projects carried out in India or abroad, the university can facilitate training programmes for its teachers with corporate partners or collaborators.
- iii.** To facilitate academic exchange programmes for faculty members with National and International Organizations.

- iv.** To provide financial assistance to faculty for the organizations of training programme, conferences, workshop, guest lectures, skill development programmes etc. for enhancing professional competency.

### **Scope of the Policy**

The policy applies to all academic and research activities, but not to certification programmes of any kind. Participation in such activities is subject to local need assessments, authorisation, and compliance with institutional rules, among other factors. The standards for academic content or research as outlined in the Research Policy should be adhered to by the faculty.

### **Policy Guidelines**

The following guidelines have been formulated for grant of financial assistance:

1. Financial assistance will be given to teaching faculty for attending workshops, FDPs, and conferences to enhance their knowledge skills.
2. Seed money for research projects in agriculture and allied sciences.
3. Funds meant for participation by teachers in conferences, training programme etc. are available.
4. To attend foreign conferences, a faculty member must have finished their probationary period.
5. Applications for attending national conferences/seminars and seeking funds for the same, should be sent to at least 7 days in advance. Application must be routed through Head/Deans/Director research.
6. Applications for attending FDPs, conferences etc. being held abroad, should be submitted at least 45 days in advance.
7. In case of multiple applications from same department, decision of Dean/Director of Research will be final. Applicant will have to arrange for alternative teaching plan.
8. If a research paper to be presented is co-authored, the first author will be given preference.
9. The employee must provide a thorough report and the necessary receipts for payment within a week after returning.
10. Costs incurred, will be reimbursed upon presentation of authentic copies of the airline/train/AC tickets, visa, boarding passes, attendance/participation

certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop/Proceedings.

11. Reimbursement for TA/DA will be as per provision of state government rules.
12. Within a week of the staff member's return, the specifics of any training programme they participated in should be communicated to the Head/Dean/Director Research.
13. After attending, teacher must submit Copies of participation certificates, best paper certificates, and other relevant certificates along with their soft copy to Head/Dean/Director Research