


### Policy regarding attending of Conferences/ Conventions/ Workshops & Seminars

These rules shall apply to the full-time faculty of SDCRI-


- Appointed on regular basis
- Appointed on contract basis and completed one year of service.

#### General Rules:

- Faculty may be allowed to attend only 2 national or international conferences/seminar/workshops in India in an academic year. However, if any faculty wants to attend more conferences without claiming financial support, the Director/Principal may recommend his/her case after ascertaining that it would not adversely affect the schedule and normal working of the department. In such cases duty leave for Conference/conventions/workshop/seminars may be allowed for paper presentation/ Training course (not more than 4 days) only.
- Financial support to attend a conference, seminar, scientific meeting and workshop is only provided to faculty members holding the rank of Professor, Reader and Senior lecturer.
- The conference, seminar, scientific meeting or workshop is in the faculty member's own discipline or related to his work and responsibilities.
- To apply for financial support from institution to attend conferences/conventions/seminar and workshops, the applicant should have completed one year or more at the SDCRI.

  
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- The applicant should provide a report to the Education council of Institution upon completion of the conference, seminar, scientific meeting or workshop.
- Only two faculty members or 20 percent of the total departmental members are allowed to attend a conference, seminar, scientific meeting or workshop at the same time.
- A faculty member should have at least one paper published or accepted for publication during the preceding two years prior to the date of the conference, seminar, scientific meeting or workshop. This condition can be waived for those who are academically or administratively outstanding upon recommendation of managing director of SDCRI.
- The applicant should have one of the following participation activities to avail financial support from institution
  - Presentation of a paper
  - Organizing committee
  - Chairing a session or Invited lecture
- If there is no presentation by faculty or training for faculty, he/she is not eligible for financial support however only duty leaves can be consider.
- If the number of applicants exceeds the allowed number, then selection criteria will be implemented according to the following:
  - Priority is given to applicants who are presenting a paper or research.
  - There should be clear evidences that the paper has been selected for presentation.
- If an application of his/her request to participate in a conference, seminar, scientific meeting or workshop is not granted, the applicant will bear all expenses for participation
- No nominations should be submitted for attendance of conferences, seminars, scientific meetings and workshops which are held during the following periods:

  
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- During University examinations days.
- If the applicant fails to attend an approved conference, seminar, scientific meeting or workshop without an acceptable excuse submitted to the Director/Principal, the applicant will not be granted approval for another event for a period of one year.
- The applicant will not be given any compensation if the application has not been approved by the official authorities.

**Requirements:**

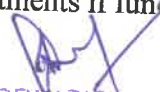
- A paper submitted to an international conference, seminar, meeting or workshop by junior faculty should first be presented to the Department Head.
- The conference, seminar, scientific meeting or workshop should be organized by a renowned international institute or a renowned university.
- Applications should be submitted 15 days prior to the event.
- Application form that indicates that all conditions to attend conferences, seminars, scientific meetings and workshops have been satisfied.
  - Approval of the Department
  - An up-to-date CV of the applicant
  - An abstract of the paper.
  - A letter of acceptance for presentation
  - A letter that states that the applicant is not sponsored by another body
  - Registration fees brochure for the conference, seminar, scientific meeting and workshop.

  
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**Financial support:**

For attending international/national conferences, seminar, workshops in India, faculty is given paid leaves.

All financial commitments are subject to the availability of funds for such activities and the SDCRI has the privilege to rescind on these commitments if funds are not available.

  
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