

POLICY DOCUMENT - 2022

Policy No. F.A. -03

Policy Name: Financial Assistance for attending Conference	Policy Category: Faculty
Initial formulation No. and Date: 21/07/2022	
Preamble: Policy for providing financial assistance to faculties for participating in Conference.	
Policy Description: <p>As per the governing policy, Faculty members are encouraged to attend conferences, workshops, seminars and other capacity building programs at National and International level. The Health Sciences are dynamic and ever challenging. Hence periodic update of the Faculty is mandatory. The competent authority provides financial support and grants deputation to attend such events.</p> <p>A. For National/ International Conference In India</p> <p>I. Hosted by institutes such as Government institutions/ Deemed Universities / Autonomous Institutes / Government aided/ Private institutions, 100% Registration fees will be given (Subject to maximum of Rs.5000 to first Author) & TA/ DA as per entitlement.</p> <p>II. In a year maximum of 1/3rd faculty members per Institution will be allowed to attend the Conference (Max.2 per department will be allowed to participate in Conference).</p> <p>B. For International Conference Outside India</p> <p>I. Hosted by Professional Societies / any other Societies as approved by competent authority in countries like Dubai, Singapore, Malaysia & China, Rs.35,000/- per faculty as overall assistance, including TA/DA will be sanctioned. For countries like USA, UK, Australia & NZ, Rs. 50,000/- per faculty as overall assistance, including TA/DA will be given. (The assistance can be availed by the faculty only once in a year).</p> <p>II. Maximum 1 faculty members per year per institute will be allowed to participate.</p> <p>III. Permission for attending international conference outside the country will be recommended by HOI and shall be approved by Competent Authority.</p> <p>C. For STTPs/ Workshop</p>	

- I. Hosted by institutes such as Government Institutions/ Deemed Universities/ Autonomous Institutes / Government aided/ Private institutions, maximum of Rs. 3000 or actual (whichever is less) towards registration fees will be sanctioned along with TA as per entitlement.

Deputation to state/National conference


The deputation shall be granted to the Faculty members for attending the State/ National conferences/workshops/symposia as per the following guidelines:

1. The faculty members who have completed at least 2 years of service in the institution shall be entitled for the deputation.
2. Payable registration fee for attending a National Professional Conference of his/her specialty in the field of education/allied field to a teacher once in a year provided that he / she is invited to deliver guest lecture/ key note address invited as panelist/faculty in preconference courses or those who are presenting papers/posters at the conference. Such faculty will get first preference for grant of deputation and the faculty members who are chairing the session of judging/moderating an event shall have second preference for grant of deputation
3. Such faculty as mentioned in clause No.2 shall be entitled for reimbursement of:
 - a. Payable registration fee
 - b. TA/DA as per entitlement
4. The deputation shall be granted on rotational basis, i.e. in case there are two applicants, the deputation shall be granted to one who has not availed the deputation on earlier year of eligibility.
5. While sanctioning the deputation, the HOI shall ensure that at least 50% of faculty is available in the department, to ensure the teaching learning activities and clinical services are not hampered. The HOI shall also ensure the preference system as depicted in point Nos. 2 & 4.
6. Prior permission from the HOI is mandatory before proceeding for the conference, failing which deputation shall not be granted.
7. While claiming reimbursement, the faculty members shall mandatorily submit the following documents
 - a. Letter of prior permission from the HOI.
 - b. Receipt of registration
 - c. Attendance certificate
 - d. Railway tickets/air tickets & Boarding pass

8. No advance will be sanctioned for the conference/seminar, however on submission of bills, expenses will be reimbursed as per the above criteria.
9. Any additional deputation within the same year can be sanctioned to the faculty for attending the conference provided that he/she is invited to deliver guest lecture/keynote address/invited as panelist/faculty in preconference courses or those who are presenting papers/posters at the conference or attending conference. But such deputation shall be sanctioned with prior permission of the competent authority. It shall be the discretion of the competent authority and shall not be claimed as a matter of right and the decision of the competent authority, shall be final and binding.

Deputation to International conference

1. The faculty member desirous of deputation to International conferences should have completed minimum two year service in the Institution
2. The financial assistance shall be granted to only those faculty members who are presenting a paper/invited for delivering a guest lecture/key note address/oration or chairing the session.
3. A faculty member shall be entitled for such financial assistance only once in two years. however if the financial assistance is granted in succession he/she shall not entitled for tile same again for the period of 4 years as far as possible.
4. The applicant shall have to apply for financial assistance for International CME. Workshop, Conference, Seminars and paper presentation to UGC/ DST/any other relevant funding agency through Central Research Cell Department.
5. If financial assistance is not granted by the UGC/DST or any other agency, then only the faculty member shall apply for taking prior permission one month before the date of conference to the sanctioning authority and accordingly the faculty member will be communicated within 8-10 days from the receipt of application from the sanctioning authority's office.


Treasurer
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