



Guidelines for Research Publication and sponsoring Faculties to attend Seminars/FDP/Conferences

1. SEMINAR/CONFERENCE PAPER PRESENTATION

If a Faculty is proceeding to make **Paper Presentation** in any SEMINAR/CONFERENCE PAPER PRESENTATION at National level, the institute will provide the following facilities as detailed below-

a. AICTE SPONSORED PROGRAMME

- Sanction of the duty leave (Seminar day + Traveling day (s))
- Re-imbusement of Registration Fee (if any)
- To & Fro cost (if not paid by Organizers) (for out station only)

b. NON-AICTE SPONSERED PROGRAMME: Conducted by IIMS, XIMS, XLRI, FMS, other reputed B Schools as per list mentioned below & few reputed Universities which will be decided by the Management from time to time.

- Sanction of the duty leave, (Seminar day + Traveling day(s))
- Re-imbusement of Registration Fee (if any)
- To & Fro cost (if not paid by Organizers) (for out station only)
- (ii) If a faculty is intersted to attend any SEMINAR/CONFERENCE at National level in other than above institute, then the institute will decide the case individually and will provide the following facilities as above.

2. SEMINAR/CONFERENCE/WORKSHOP (ONLY) PARTICIPATION

If a faculty is proceeding only to participate in any Seminar / conference at STATE or NATIONAL level, the Institute will provide the following facilities as detailed below.

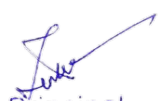
- Sanction of the duty leave (Seminar day + Traveling day(s))

3. PARTICIPATION IN A FDP/SDP:

If a Faculty is proceeding to attend any FDP/SDP Programme, the institute will provide the following facilities as detailed below-

a. AICTE SPONSORED PROGRAMME:

- Sanction of the duty leave for the entire duration of the FDP as declared for the AICTE.
- Re-imbusement of Registration Fee (if any)


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b. (i) NON-AICTE SPONSERED PROGRAMME:

- Sanction of the duty leave (Maximum 03 days allowed)
 - If a faculty is proceeding to attend any FDP/SDP at any IIM or IIT when classes are not in operation then the institute will decide case by case and will provide the following facilities as detailed below.
 - Sanction of the duty leave, (Maximum up to 15 days)
 - Re-imbusement of Registration Fee (if any) attends a
 - Decision to sponsor a faculty to either Seminar/Conference or FDP/SDP lies with the Competent Authority to grant it case by case with permission of Management.
4. If a faculty publishes, in a JOURNAL, the Institute will provide the following facilities as detailed below.
1. In International Journal (Published by a Foreign Institute) or any IIMS, XIMS, FMS etc.)
Cash incentive of Rs.1500/- on submission of RECEIPT OF ARTICLE and photocopy of its front and back cover page.
 2. In a UGC-Care Journal Cash incentive of Rs.500/- on submission of REPRINT OF ARTICLE and photocopy of front and back cover page.
5. If a faculty conducts MDP/FDP/Training Programme, the institute will provide the following facilities as detailed below.
- In case faculty liaisons to get an order from Govt. Establishment, Corporate House, NGOS to organize a MDP /Training Programme on payment basis, as per Institute rule there will be sharing of 60% of the overall profit with the concerned faculty member.

Note: Operational cost should be calculated considering venue charges, trainer charges, manpower expenses, food, guest, organizing cost of inaugural, valedictory, functions, printing, logistic arrangement, traveling expenses, any other related expenses etc.


General Note for Attending Seminar/FDP

1. The institute shall pay Registration fee up to Rs.3, 000/- only. In case, the registration fee is above Rs.5, 000/- the additional fees is to be borne by the faculty member.
2. A faculty can avail maximum two such chances with registration Fees beyond Rs3, 000/ in a year.


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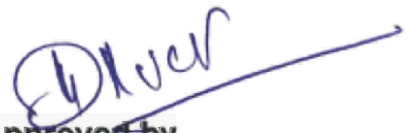
3. Non-AICTE sponsored programmer means, the programmers conducted by IIMs, XIMB, XLRI & FMS etc. & other Management institute of repute.
4. In order to attend any such type of programmes, a faculty can only be sanctioned with the duty leave and re-imburement of registration fees, provided he/she is submits the photocopy of participation certificate, Original Money Receipt of Registration fees paid (if any) and one "reprint" of the article published in proceeding (only applicable in case of seminar/symposium).

Also he/she is required to give a feedback report and make it convenient to give a power point presentation about what he/she learned/gained from the programme to all other faculties on a suitable date within 07 days after completion of the programme/rejoining at the Institute.



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**Approved by
Dean**

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