

**Standard Operating Procedure (SOP) for Support to Faculty/Staff  
to Attend National/ International  
Seminars/Conferences/Workshop/Symposia  
(Revised)**

Ref: AUMP/RO/SOP/FA/2018/232

Date: 03 May 2018

**General**

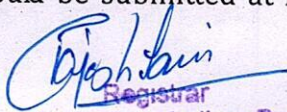
1. A number of conferences / seminars / symposia / FDPs/ Training Programmes are being organized at National as well as International level by various organizations. To facilitate research and learning, it is desirable that eligible and interested faculty members should be encouraged to participate in such events, depending upon the prevailing work pressure at the university.
2. There is a need to lay down a procedure, which will be followed for requesting financial assistance by faculty members to attend conferences / seminars / symposia, which may be of mutual benefit to the university, as well as the individual.
3. The Conferences/Seminars/Symposia/FDPs recommended to be attended by faculty members of AUMP are expected to be organized by an Institution of good standard or of professionally high repute or a Statutory Body.

**Aim.**

4. To lay down a procedure to be followed by the faculty and staff members seeking financial assistance or permission from AU MP to attend National / International Seminars / Workshop/Symposia / Conferences etc.

**Eligibility for Participation.**

5. The Eligibility of participation is as follows:-
  - (a) Faculty members should submit abstract as well as full paper to the HoIs/ HoDs for getting it reviewed.
  - (b) The HoIs/ HoDs should get the paper peer reviewed and should ensure the quality of the paper before communicating to any Conference/ Seminar/ Symposia/ Workshop/ Journal etc. As far as possible the papers should be published in Scopus or other index journals. HoIs will be fully responsible to ensure quality of publication of faculty members under them. They will also maintain records of all publications of their faculty members and submit a monthly report to Pro-VC and Dean Research in format as decided by Pro-VC.
  - (c) After the review process is completed the hard and soft copy of the papers should be submitted to the VC, Pro-VC and Dean Research for record.
  - (d) Application for financial assistance / permission should be submitted at least one

  
Registrar  
Amity University Madhya Pradesh  
Gwalior

month prior to commencement of national event and three months in case of an International event.

(e) A declaration should be furnished regarding the fact that the paper is original and no other co-author is availing financial assistance for the same from AU MP.

(e) **Preferential Criteria.**

(i) The applicant has been invited to chair one or more sessions.

(ii) The applicant has been invited to deliver a keynote / plenary / inaugural address.

(iii) The applicant has been invited to present the paper/s in the International/ National Conference/Seminar/Symposia/Workshop etc.

(iv) The applicant has been invited by name to attend the Conference/ Seminar /Symposium / Workshop etc.

**Procedure.**

6. A faculty member wanting to get financial assistance or permission to attend / present a paper in any National/International Seminars / Symposia / Workshop/ Conferences / FDPs should first approach the organizers for such assistance, particularly with regard to travel expenditure and boarding / lodging. Most organizations do pay for the travel expenditure / boarding / lodging in respect of persons who have been selected to present papers. Several organizations support participation in conferences / seminars being held abroad, such as DST , INSA , UGC , CSIR , DBT etc. The faculty should first seek complementary financial support also from the concerned organizations.

7. The faculty / staff members should attach a proof (e-mail / letter / web page etc.) to the effect that the organizers do not provide travel expenditure boarding / lodging in respect of person selected to present paper or to speak on topics as accepted by the organization, while making an application.

8. The Application Proforma for Permission to Attend Seminars/ Conferences/ Symposia/ Workshops is attached at **Appendix 'A'**. This proforma will be filled by the faculty member and submitted by him / her to respective HoD / HoI, who will make his recommendations and forward the same to the Hon'ble VC, AUMP, through Dean (Research) , Pro VC and Registrar.

9. The application along with the following documents shall be made at least one month in advance to give time for proper processing :


(a) Synopsis and a copy of the full paper to be presented

(b) Certificate from the Author about originality of paper and "No Objection" Certificates from the Co-Authors, if any.

(c) Brochures of Seminar / Conference/ Workshop/Symposia.

(d) Letter of Acceptance/Invitation from the organizers.

(e) Detailed information about the organizers of the International Conference / Seminar/Workshop/Symposia and their credibility.

  
Registrar  
Arniy University Madhya Pradesh  
Gwalior

- (f) Detailed recommendation of the Head of the Institution.

**Eligibility to Avail Financial Assistance.**

10. A confirmed faculty member will be eligible to avail financial assistance for presenting paper(s) in National or International Conferences / Seminars / Symposia / Workshop subject to following eligibility criteria: -

(a) Should have completed one year of regular service in Amity University Madhya Pradesh, to be eligible for financial assistance to attend a Seminar / Symposium / Conferences / Workshop/ FDPs at National level/International level (being held in India) and at least two years of services for any International level event being organized abroad.

(b) No disciplinary action should be pending against the faculty and during his / her entire service with AU MP and he / she should not have been on any unauthorized leave. He/She should not be under disciplinary ban.

(c) Only one faculty shall be allowed to attend the same event from a department on seniority basis or as decided by the Vice-Chancellor, AU MP.

**Sanction of Expenditure.**

11. The sanction of Expenditure will be done as under:

(i) **Registration Fee.**

(a) International Conferences / Symposia / Workshops and alike held abroad, upper limit would be \$ 500 or equivalent.

(b) National / International Seminars / Conferences held in India, upper limit \$100 or equivalent.

(c) When the event is a part of sanctioned and ongoing funded project, then the limit as laid down in the said project would apply.

(d) For publishing in Referred Standard Journals Rs. 5000 Maximum, that too Journals which have citation index.

(Standard Refereed Journal list will be obtained with the help of UGC, CSIR- NI SCAIR and CSIR-NISTADS in Science and Technology)

(ii) **Maximum Extent of Financial Assistance Authorised.**

(a) The maximum extent of financial assistance will include the full Registration fee and 50% of actual travel cost, and boarding/lodging expenditure, as applicable, once in a calendar year for national and once in two years for international Seminars / Symposia / Conferences/Workshop. Expenditure incurred on food will not be reimbursed.

**Bond for Continued Service.**

12. The faculty who is sanctioned financial support for conferences / seminars being held abroad is also required to furnish a Bond for continued service for two years in the concerned Amity' Institution on returning from the conference. The format of Bond is annexed

  
Registrar  
Amity University Madhya Pradesh  
Gwalior

**s Appendix 'B'.**

**Duty Leave.**

13. Faculty member(s) attending Conference / Seminar / Symposium / Workshop may be granted "duty leave" for the period of Conference / Seminar / Symposium / Workshop to include the actual journey period, subject to a maximum of 15 days in a calendar year. Application form for duty leave is attached at **Appendix 'C'**.

**Other Important Points for Consideration.**

14. Below mentioned are the points which are important for consideration of the application:

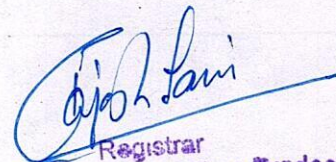
- (a) Peer Review to be followed at 2 levels, if necessary, particularly in case of ASET.
- (b) When patenting is being applied for, a warning note should be given to the intending authors that patenting is not possible, if scientific discovery is published / presented in any Journal / Conferences, as it falls in the public domain. This will be done by concerned HoI.
- (c) The patenting and plagiarism should be taken care of while submitting the paper.
- (d) No advance for the financial assistance will be given and bills/receipts/cash memos will be reimbursed only after the faculty submits a detailed report of the seminar and a certificate from the organizers showing that the said paper was actually presented during the national/international event.
- (e) The bills pertaining to expenditure incurred are to be submitted to the accounts department through the Registrar duly forwarded by respective HoI.
- (f) All faculty members after attending any event of above nature should furnish an outcome report within two days after returning. The report should be sent in hard and soft copy to Pro VC and Dean Research through HOD / HOI with a copy to the Registrar.
- (g) Any one availing duty leave or otherwise should also submit an outcome report along with the copy of certificate to the Pro-VC and Dean Research through HOD / HOI with a copy to the Registrar.
- (h) All faculty / staff members attending an event of above nature whether on duty leave or during weekend with or without financial assistance from AUMP or otherwise should also seek permission from HOD / HOI and route their application through Dean Research and Pro VC, and submit the application to HR department with a copy to the office of Registrar.

**Conclusion**

15. The SOP gives the guidelines, which may be suitably modified from time to time, by the management. The SOP is only elaborative and not exhaustive.

16. This has the approval of Hon'ble Vice-chancellor.

  
(Rajesh Jain) 03/05/18  
Registrar

  
Registrar  
Amity University Madhya Pradesh  
Gwalior