

**6.3.2.2. Policy Document for  
Financial Support to attend  
Conferences/Workshops**



## **ARMY COLLEGE OF DENTAL SCIENCES**

Chennapur –CRPF Road , Jai Jawaharnagar Post, Secunderabad – 500 087, Telangana  
Ph: +914029708384, 9347411942

Website: [www.acds.co.in](http://www.acds.co.in) Email : [army\\_c@rediffmail.com](mailto:army_c@rediffmail.com)

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### **SOP: Participation in Conferences/Workshops**

#### **Background:**

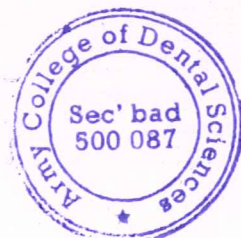
1. Faculty members represent an important component of the formal education process across the world along with students and the educational institution. The education process is participative in nature where students' academic and overall development is guided by the faculty inputs. Education in any discipline is a process of continued upgrading and up – skilling and in order to keep pace with the recent developments in academia; faculty development programs (FDP) become imperative, especially for educators at higher education level (post graduate). Such programs are aimed at enhancing the academic and intellectual capacity of an individual, which would not only benefit the students directly but also help in building college/institute brand in this global village.
2. The policy guidelines aim at formalizing the process by which the common organization goals of AWES may be achieved


#### **Participation:**

3. A faculty member should participate in not more than two conferences/seminars/workshops/other FDPs comprising short term courses / training programs, organized by other organizations/institutes with in a financial year.
4. A faculty member may participate in maximum one more event over and above those in para 3, as a invited chairperson or guest speaker or resource person in conferences / seminars/workshops/short term courses/ training programmes organized by other organizations /institutes in a financial year. Within the maximum permissible spl leave entitled for the purpose. Expenses of faculty members for these events may be paid by the host institute, which will be ensured by faculty members before accepting an offer. The final approval to proceed will be accorded by the chairman, IMC.

#### **Regular faculty members:**

5. In case a faculty members paper is selected for presentation at any IIM/IIT/Indian University/any NAAC/NBA accredited institute or any institute in India, the institute will bear the expenditure for the faculty members trip, registration fee, accommodation, DA (food & local travel) etc. subject to a limit of Rs . 18,000/- (all inclusive).



  
Principal  
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This facility will be available in a financial year and will count towards maximum two conferences / seminars/FDPs normally paid for by the institute.

6. The reimbursement of expenditure towards attending conferences/workshops will be as per following guidelines:

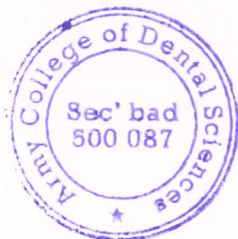
- a) Any faculty member who presents a paper in any conference / seminar in India may be reimbursed 100% of registration fee ( maximum of Rs 5000/-), air fare /AC-II fare in superfast train of whichever is lower up to 2000km and DA at the rate of Rs 500/-per day to include food and local travel.
- b) Any faculty member who only attends a conference / seminar/event in India may be given 50% of registration fee (maximum of Rs 2500/-) and air fare /AC –II fare in superfast train of whichever is lower, for 2000km. in addition DA may be given at the rate Rs 500/- per day , to include food and local travel.
- c) Reimbursement towards accommodation per day may be made as under:
  - i) Metro cities : 3000/-
  - ii) Other state capitals : 2500/-
  - iii) Any other city : 2000/-

7. Faculty member detailed for such conference /seminar/workshop must have published their research papers in referred /recognized and reputable journals having ISBN/ISSN numbers within the last one year or as specified by respective regulatory bodies' i.e .DCI, failing which a faculty member will not qualify for participation in such conference /seminar

8. Faculty members attending events or programmes such as seminars / conferences will be permitted special leave for the duration of event or programme and journey period subject to a maximum of 10 days in a year. While applying for permission to attend any seminar/conference /workshop, the faculty member concerned will ensure that his/her absence period does not affect the classes already scheduled at the institute or clash with semester examination.

### **Term based faculty members:**

9. Term based faculty members will also be entitled to the provisions as given to regular faculty members as per paragraphss 3 to 8 of this policy after completing one year of service at college /institute.



  
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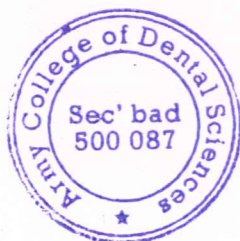
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### **Overseas conference / seminar /workshop (regular & term based faculty members)**

10. Faculty members may attend such events under their own arrangements. The college /institute will bear an expenditure of up to a max of Rs 25000/- (all inclusive) incurred by the faculty member. This will inclusive travel, registration fee, accommodation, etc. a faculty member, subject to prior approval of the competent authority, may be granted leave for 07 days only in a year (including the travel time for onward and return journey) for the purpose. The faculty member will be permitted to avail these opportunities only once in three years. Regular faculty with min three year service will only be considered for this activity. Term based faculty members will be allowed to avail the entitlements of this provision after completing five year of service.

### **Important points**

11. Faculty members desirous of attending conference/workshop/seminars shall apply to the director / principal on a prescribed application form through academic office along with all supporting documents well in advance for prior approval. No ex-post-facto sanction will be granted.
12. Necessary approval of the chairman, institute / college management committee (IMC/CMC) will be requested for by the faculty member through the head of dept. (HOD)/ Academic coordinator and director /principal of the college /institute prior to proceeding for conference/workshop. Patron will give approvals in respect of HODs and Directors / Heads of colleges/institutes.
13. Any conference / workshop undertaken without the prior approval of the chairman/competent authority will not be considered for monetary reimbursement. HODs should avoid travel during the end of financial year.
14. A written feedback report with supporting documents will be submitted to the principal/director through academic office within ten days of attending the event. Academic office will forward a copy of the feedback report to director's office for information. The experience gained from participation in conference/workshop will be shared with fellow faculty of the college/institution through session arranged in concerned department /institute /college.



  
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15. Claim for reimbursement of actual fare and other charges will be submitted to academic office support by all relevant documents, an effort will be made by concerned to clear within 15 days of its submission

### **Monetary rewards:**

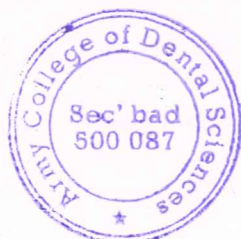
16. No monetary rewards are permissible to faculty members for assisting the students in presenting the papers or for presentation/publication of their work in national/international journals with ISSN. However, to promote professionalism amongst faculty members and students, Best paper presentation award and Best Article Award will be given to those who had presentation/published articles with prior permission. These awards will be considered for only one paper/article in one financial year. The monetary awards will be as per scales mentioned below.

Sl no	Event	Faculty member	Student
a)	Best paper presentation award i) National level ii) International level	Rs 5000/- Rs 10000/-	Rs 5000/- Rs 8000/-
b)	Best articles in journals with ISSN	Rs 2000/-	---

17. Claim for above monetary rewards should be supported by relevant documents. the claims will be submitted by the claimant to academic office through HOD/Mentor for further processing

### **Exemptions to SOP:**

18. BOA, at HQ Comd, will be the competent authority to grant exemptions on eligibility conditions , number of participation beyond two/three times and total duration beyond 10 days in an academic year . College/institute management committee will obtain such approval through laid down chain of management. No deviation shall be allowed on monetary aspects.



  
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(Refers to Para 11 of SOP issued vide HQ  
AWES letter No B/45840/Wksp-Seminar/  
AWES dt 13 Mar 2019)

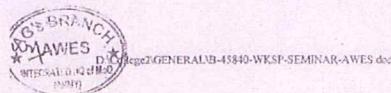
## APPLICATION FORM

1. Name of Applicant	:	
Designation	:	
Department	:	
Employment	Regular (Yes/No) since	/ Terms Base (Yes/No) from to

2. Academic Profile :			
Class/Institution	Year	Subject	
UG			
PG			
Ph.D			
Post-Doctoral			
Any other			

3. Experience Details:				
Experience	Details	Duration	Name of Employer	
(a) Teaching				
(b) Research*				
(c) Industry				
(d) Any other				
*Details of research project may be provided separately, if any				

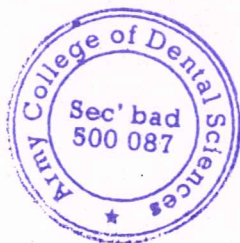
4. Publications of the applicant during last five years:-			
	Year	Nos	Impact factor
(a) Referred Journals			
(b) Books			
(c) Proceedings			
(d) Research			
(e) Popular Articles			
(f) Patents			



Application Form

  
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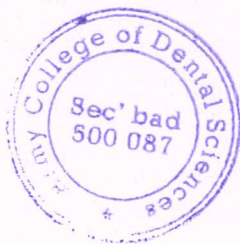
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5	Contribution of applicant in enhancing academic excellence in the institution:			
	Ser No	Year	Contribution of the applicant (during last three years)	
			Project Activities	Institution development activities
(a)		2014-15		
(b)		2015-16		
(c)		2016-17		

6	Name of the Event	:
	Type	:
	Venue & Date	:
	Organised by	:

7	Purpose of the event (put a tick mark against the appropriate place)		
	Ser No	Items	Remarks
(a)		Paper presentation	:
(b)		Chairing a Session	:
(c)		Keynote Speaker	:
(d)		Study & network tour	:
(e)		Collaboration with the organization	:

8	Provide write-up on the following : attach as Annexure-I	
	(a)	Focus of the event on improving the quality of teaching and research (or the institutional effectiveness) of an Institution. (Objectives of the visit be clearly mentioned).
(b)	Benefit to the applicant from the event and expected outcome which may impact the institution.	
(c)	Visit linkage to the Institutional Development Objectives and to assessed current training needs.	
(d)	Application's plan of sharing the experience / knowledge / information acquired during the event with fellow faculty members.	
(e)	Alternative arrangement proposed by the applicant about appropriate continuance of teaching and research commitments during his / her period of absence.	



  
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9. Travel Plan (from the place of work to the venue of event and back)					
S.No	Date and Time	Departure	Date and Time	Arrival	Mode

10. Details of Expenditure	
Items	Remarks
(a) Total air/train fare by shortest route by economy class by low cost airlines (attach travel itineraries)	
(b) Amount of Registration Fee	
(c) Accommodation and other logistics	

11. Details of FDPs / Workshops / Seminars / Conferences attended during last five years (In Chronological order)			
Name of event	Date	Venue	Details of Sponsors

12. Following documents are attached herewith:-

- (a) Invitation from organizing body alongwith general instructions on event (Annexure-II).
- (b) Schedule of activities at Seminar/Workshop/Event (Annexure-III).

13. Any other relevant information in support of the application:-

- (a)
- (b)

Place : \_\_\_\_\_ (Signatures of the applicant)

Date :

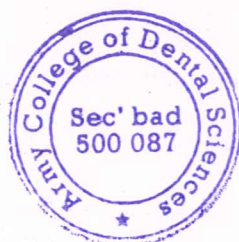
### RECOMMENDATIONS OF HoD

(Recommendations to highlight importance of FDP / Workshop / Seminar / Conference towards overall growth of Department/Institute)

Place :

Date : \_\_\_\_\_ (Signatures of HoD)

BRANCH



*[Handwritten Signature]*  
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### RECOMMENDATIONS OF HEAD OF INSTITUTE

(To recommend whether FDPs / Workshop / Seminar / Conference / Event would accrue additional advantage for academic and research profile of the College / Institute. Also comment on overall financial implications (attached as Annexure-IV)

Place :

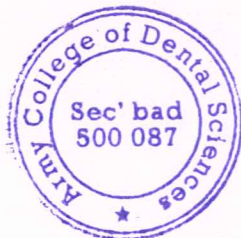
(Signatures of the Head of Institute )

Date :

### APPROVAL OF CHAIRMAN IMC / CMC

Place :

Date



  
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(Refers to Para 18 of SOP issued vide HQ  
AWES letter No B/45840/Wksp-Seminar/  
AWES dt 12 Mar 2019)

## APPLICATION FORM (FORM 'A')

1.	Name of Applicant	:	
	Designation	:	
	Department	:	
	University Regn. No.	:	

2.	Academic Profile:		
	Class/Institution	Year	Subject
	UG		
	PG		
	Any other		

3.	Name of the Event	:	
	Type	:	National / International
	Venue & Date	:	
	Organized by	:	
	Registration Fees	:	

4.	Purpose of the event (tick mark against the appropriate place)		
	Ser No	Items	Remarks
	(a)	Paper presentation	:
	(b)	Attending Event	:

5.	Travel Plan (from College / Institute to venue for the event and back)					
	S.No	Date and Time	Departure	Date and Time	Arrival	Mode

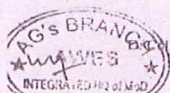
(Note : Conference Brochure to be attached).

(Signature of the applicant)

(Forwarded by Mentor)

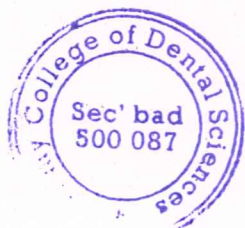
Place :

Date :



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Application Form (Form 'A')



*[Signature]*  
Principal

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(Refers to Para 18 of SOP issued vide HQ  
AWES letter No B/45840/Wksp-Seminar-  
/AWES dt 13 Mar 2019)

## CLAIM REIMBURSEMENT FORM (FORM 'B')

1. Name of Applicant	:	
Designation	:	
Department	:	
University Regn. No.	:	
2. Name of the Event	:	
Type	:	National / International
Venue & Date	:	
Organized by	:	
Registration Fees	:	
3. Reimbursement of Registration Fees		
Registration Fees	:	
Whether paid?	:	
4. Details of Expenditure		
Travel	:	
Stay	:	

5. Monetary Incentive Recommended by Mentor.

6. Following documents are attached herewith:-

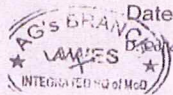
- Original Money Receipt of Registration Fees.
- Receipts / Ticket for travel expenses.
- Receipts (Tariff for stay, food bills etc).
- Photocopy of Certificate of Paper Presentation by Conference Organizer

(Signature of the applicant)

(Forwarded by Mentor)

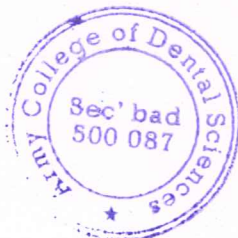
Place :

Date :



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Application Form (Form 'B')



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## SELECTION CRITERIA: THE FOLLOWING CRITERIA WILL BE USED BY THE SCREENING COMMITTEE

Ser No	Field	Evaluation Criteria	Points	Points Scored
1.	Is the FDP / Event / Visit focused on improving the quality of teaching or research (or the institutional effectiveness) of a Institution?	All the evidence that this criterion has been met is strong and clear.	2	
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1	
		No evidence that this criterion has been met	0	
2.	Will the applicant benefit from the FDP / Event / Visit?	All the evidence that this criterion has been met is strong and clear.	2	
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1	
		No evidence that this criterion has been met	0	
3.	Is the visit linked to the Institutional Development Objectives and to the current assessed training needs?	All the evidence that this criterion has been met is strong and clear.	2	
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1	
		No evidence that this criterion has been met	0	
4.	Is the action plan for how the applicant will share the experience / knowledge / information gained likely to have an impact on others beyond the applicant?	All the evidence that this criterion has been met is strong and clear.	2	
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1	
		No evidence that this criterion has been met	0	
5.	Has the Institution ensured that teaching or research commitments will be appropriately continued during the absence of the participant?	All the evidence that this criterion has been met is strong and clear.	2	
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1	
		No evidence that this criterion has been met	0	
Total Score				

**Note :** Applicants will have to score at least one point in each field and get a total of at least 7 points in order to have his / her application considered for approval.



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Selection Criteria

  
Principal,



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