# Policy Guidelines for Conference Support
## (Within India)

### Preamble

In pursuit of academic excellence and the advancement of knowledge, the University recognizes the importance of faculty participation in reputed national conferences, seminars, and academic gatherings. Such participation not only enhances the scholarly profile of the individual faculty members but also enriches the intellectual environment of the institution. Presenting research papers, sharing innovative ideas, engaging in discussions, and chairing academic sessions provide valuable opportunities for professional growth, collaboration, and national recognition.

The University, therefore, seeks to actively support its faculty members by facilitating reimbursements for participation in approved conferences within India. This policy aims to provide financial assistance towards registration and travel expenses while ensuring accountability, equitable access, and alignment with institutional objectives. By doing so, the University reaffirms its commitment to nurturing research, promoting academic visibility, and strengthening the collective reputation of its faculty at the national level.

### Objective

This policy aims to encourage and support faculty members in disseminating research, building professional networks, and contributing to academic communities by attending recognized national conferences, presenting research/posters, or serving as invited chairs in academic sessions.

### Scope

The policy applies to full time faculty members (permanent, probation & long term contract) of the university across all departments and schools.

### Eligibility

- The faculty member must be an **active participant** in the conference, fulfilling at least one of the following roles:
    - Presenting a research paper/poster(poster only for SPTM & SOS) accepted after peer review **(2 blind reviews)**.
    - Delivering an invited lecture/talk/ plenary lecture/ keynote speaker
    - Chairing a session upon formal invitation.
- The conference should be organized by **a recognized academic/professional body**, accredited institution, or reputed society, and must not be published/hosted by predatory or clone journals/conferences.

- The schools would be listing **conferences/professional bodies** which are important in their respective domain. For which the faculty could appear for the conferences and claim their assistance under this policy.
- Reimbursements will **not be applicable** for conferences purely of a commercial/promotional nature.

**Support**

- A faculty member can avail reimbursement for the maximum 1 conference in a particular financial year under this scheme.
- Faculty will be allowed for OD as per the university norms after the approvals.
- The maximum financial support per conference is Rs. 70,000, the support would be extended for the following:
    - Registration Fees
    - Transportation/Travel Expenses
    - Accommodation/Lodging Expenses
    - Food Expenses
    - Local conveyance
- The faculty member may utilize the total financial support of up to Rs.70,000 per conference across eligible expense heads.
- Support will be on a reimbursement basis upon submission of duly verified claims or actuals.
- Only 1 author per publication is allowed for the financial support under this scheme.
- No special case will be entertained.

**Procedure for Application**

1. Pre-Approval:
    - Faculty members must apply at least 10 days before the conference date with the following:
        - Conference brochure/invitation and acceptance certificate of paper/poster/session chair role.
        - Estimated budget for registration and travel.
        - Justification of participation (academic relevance, expected learning outcomes, and department benefits).
    - Recommendation must be obtained from the respective Dean/Director along with the abstract & full paper (if applicable), and then apply the same on UDMS where the due permissions are to be taken from Registrar, respective Pro Vice-Chancellor, and Vice Chancellor before proceeding.

2. Post-Conference Submission:
    - Within 15 days after the conference, the faculty must submit:
        - Original receipts of registration, travel, and boarding expenses where applicable.
        - A copy of the conference certificate/letter of participation.
        - A short report (1–2 pages) on outcomes, collaborations explored, and benefits to the department.
3. Disbursement:
    - Verified claims will be reimbursed through the university accounts department within 30 working days of complete submission.

**Conditions**

- Faculty are encouraged to use the most **economical mode** of travel that ensures safety and efficiency.
- Only **actual expenses** will be reimbursed, subject to caps. If the costs exceed the maximum eligible limits, the difference must be borne by the faculty member.
- In cases where external agencies (sponsoring bodies/funding councils) provide **partial support**, the university will reimburse only the remaining amount within the prescribed limits.
- Reimbursement will **not be granted** if a paper/poster is presented at a conference affiliated with blacklisted or clone journals/conferences. The Research Cell at the school level will maintain a list of such entities.
- The schools would be **listing conferences** which are important in their respective domain. For which the faculty could appear for the conferences and claim their assistance under this policy. This list is prepared once in a financial year and the same would be followed for that financial year. If any changes or additions to be done then it could be proposed before the next financial year and can get it approved at the school level & management level.

**Reporting and Knowledge Sharing**

Every faculty member who avails support is required to share highlights and learnings from the conference in a department seminar or meeting to ensure collective benefit and submit a report to their respective school.

**Review of Policy**

The policy will be reviewed every two years by the Research and Academic Council to update financial caps and scope as per inflation, institutional priorities, and national academic standards.