

L-PA

**SOP : PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMME /
WORKSHOP / SEMINAR / CONFERENCE / PAPER PRESENTATION**

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 student's 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 Programmes (FDP) become imperative, especially for educators at higher education level (Post Graduate). Such programmes 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 programmes, organized by other organizations / Institutes within a financial year.
4. A Faculty member may participate in maximum one more event over and above those in Para 3, as an 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 member's 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 member's trip, registration fee, accommodation, DA (food & local travel) etc subject to a limit of Rs. 18,000/- (all inclusive). 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 FDP 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 upto 2000 km and DA at the rate of Rs 500/- per day to include food and local travel.



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(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 2000 km. In addition DA may be given at the rate of Rs 500/- per day, to include food and local travel.

(c) Reimbursement towards accommodation per day may be made as under :-

(i) Metro Cities (Delhi, Mumbai, Chennai, Bangalore, Kolkata, Hyderabad / Secunderabad) - Rs. 3000/-.

(ii) Other State Capitals - Rs. 2500/-.

(iii) Any other City - Rs. 2000/-.

7. Faculty member detailed for such conference/ seminars/ FDP 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. AICTE, DCI, MCI, INC, BCI, NCTE etc, failing which a Faculty member will not qualify for participation in such conference / seminar / FDP.

8. Faculty members attending events or programmes such as seminars/ conferences/ workshops/ FDPs (short term courses/ training programmes) 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/ FDPs (short term courses/ training programmes), 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 Paras 3 to 8 of this Policy after completing one year of service at College/ Institute.

Overseas Conference/ Seminar/ FDPs (Regular & Term based Faculty Members)

10. Faculty members may attend such events under their own arrangements. The College / Institute will bear an expenditure of upto a max of Rs 25000/- (all inclusive) incurred by the faculty member. This will incl 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 FDP / Workshop / Seminars / Conferences shall apply to the Director / Principal on a prescribed application form through Academic Office alongwith all supporting documents well in advance for prior approval. No ex-post-facto sanction will be granted.



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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 FDP / Workshop / Seminar / Conference. Patron will give approvals in respect of HoDs and Directors/ Heads of Colleges/ Institutes.

13. Any FDP/ Workshop / Seminar / Conference undertaken without the prior approval of the Chairman / Competent Authority will not be considered for monetary reimbursement. HsOD should avoid travel during the end of the 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 FDP / Workshop / Seminar / Conference will be shared with fellow faculty of the College / Institution through session arranged in concerned department / institute / college.

15. Claim for reimbursement of actual fare and other charges will be submitted to Academic Office supported by all relevant documents. An effort will be made by concerned offices to clear the claim within 15 days of its submission.

Students

16. Students who present a research paper at any National or International Conference, within the country, will be reimbursed 100% of the conference registration fee. They will also be entitled to train fare of AC III Tier upto a distance of 2000 km, DA at the rate of Rs.500/- per day (including food and local travel) and accommodation reimbursement at par with faculty members as given in Para 6 (c).

17. This provision shall be available only once in a year to a max of ten students, who will be given monetary incentive of upto a max of Rs.3000/- per student.

18. Before any student proceeds to participate in any Conference / Seminar / Workshop, he / she shall apply for permission for the same by submitting enclosed Form A through proper channel. On return from the event, the student shall submit enclosed Form B to claim entitled monetary reimbursement and incentive. The forms will be submitted to Academic Office through respective Mentors. Form 'B' should be submitted alongwith original copy of all receipts of the conference fee deposited, expenses incurred on travel, stay and food alongwith a photocopy of certificate of presentation.



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Monetary Rewards

19. 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 made 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:-

Event	Faculty Mombor	Student
(a) Best Paper Prosentation Award		
(i) National Level	Rs. 5,000/-	Rs. 5,000/-
(ii) International Level	Rs. 10,000/-	Rs. 8,000/-
(b) Best Articles in Journals with ISSN	Rs. 2,000/-	-

20. 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

21. 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.

B/45840/Wksp-Seminar/AWES

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Distr :-

List 'A' 'B' and 'E'

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