

## Rules for Attending Seminar Conference

The employees of the University shall be encouraged to attend Seminar/ Conference/ Workshop as under :

- The non-teaching staff shall be permitted to attend Seminar/ Conference/ Workshop only if he has contributed any research paper in the Seminar/ Conference/ Workshop.
- In case non-teaching staff is not the first author of the paper, the NOC from all other authors whose names appear before his name shall be required.
- The teaching staff may be permitted to attend Seminar/ Conference/ Workshop even if he has not contributed any research paper in the Seminar/ Conference/ Workshop, but in the opinion of the Director of the School his participation in the Seminar/ Conference/ Workshop is in the interest of Academic system of the University and the University will be benefited from his participation in the Seminar/ Conference/ Workshop.
- An employee permitted to attend Seminar/ Conference/ Workshop shall be given duty leave/ academic leave/ special casual leave for the duration of Seminar/ Conference/ Workshop + to and fro travel.
- If a teaching faculty is the **FIRST** author of the research paper contributed in the Seminar/ Conference/ Workshop, he may also be paid full/ partial registration fee and travel expenses, based on the recommendation of the Director of the School.
- In case teaching faculty is not the first author of the paper, the NOC from all other authors whose names appear before his name shall be required. Then, the matter of payment of full/ partial registration fee and travel expenses, based on the recommendation of the Director of the School, shall be decided by the Vice Chancellor.
- A teaching faculty can avail one such grant per semester (two in a calendar year) within the country. A non- teaching faculty can avail one such grant per calendar year.
- An employee may be sponsored to participate in International Seminar/ Conference/ Workshop, only if his paper is published in the Seminar/ Conference/ Workshop and he is the first author.
- In case he is not the first author of the paper, the NOC from all other authors whose names appear before his name shall be required.
- A teacher may be sponsored to participate once in two years and a non-teacher once in three years in International Seminar/ Conference/ Workshop.