

Phone No.:	9837933666	Email :	<a href="mailto:registrar@tmu.ac.in">registrar@tmu.ac.in</a>
Ref. No :	TMU/R.O./2024-25/Adm/11	Date:	17.07.2024
SOP No :	10.0	Issued By:	Registrar
Total Pages :	04	Approved By:	Vice Chancellor

## Standard Operating Procedure (SOP)

### To avail the Financial Assistance by Dean/Principal/Vice Principal/HoD/Faculty for Conferences/Seminars/Workshops/FDPs/Refresher Courses/Induction Programme

With the objective to promoting excellence in research in various Departments/Colleges of the University and supporting an ecosystem for research and extra-curricular activities amongst students, the University has framed the rules & regulations for financial assistance.

As per the policy, “**TMU REGULATIONS ON FINANCIAL ASSISTANCE TO FACULTY FOR THE PROMOTION OF RESEARCH AND STUDENTS’ PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**”, the permanent/regular faculty or other academic staff who are involved in teaching shall apply for financial assistance through following points:

1. As per clause 3.1 (i) of the mentioned policy, Faculty who have completed at least one year of service in Teerthanker Mahaveer University, shall be eligible for University sponsored research paper presentation at any conference/seminar/workshop/ FDPs/ Refresher courses/ Induction Programs organized at State, National or International level by the institutions/organizations of national/international repute eg. UGC, AICTE, CII, AIIMS, IITS, NITS IIMS, NLUS, central universities or equivalent HEIs (universities only) having NAAC grade A+ or NIRF ranking upto 150. In the case of faculty members from Medical, the conference must be organized by the recognized bodies as per the Annexure-01. To avail such facility, the faculty must have completed one year of service in the University. A board consisting of the concerned college Principal as the Chairperson and Head of the Department shall see the proposal and may ask the faculty for a presentation of the accepted paper. The Board, if so found by giving the reasons thereof, may reject the case. In case it is accepted, the same shall be forwarded to the Vice Chancellor for his approval for financial assistance. A faculty shall only be permitted to present the paper in the conference, if the conferences proceedings (full paper) with ISSN/ISBN is published. Paper publication in Conference proceedings for medical faculty is not required. Similar condition shall also apply in other disciplines if the institutions of National Repute as mentioned above " in the same para" do not publish conference proceedings.

*Note: Incentive for paper publications as above shall not be given.*



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The financial assistance per annum in this category shall be as follows (Up to a maximum of 02 conferences/seminars/FDPs in a year):

S. No.	Level	Professional Development Fund *(TA/DA, Accommodation & Registration Fee)
1	Professor	Up to Rs. 40000/-
2	Associate Professor	Up to Rs. 30000/-
3	Assistant Professor	Up to Rs. 25000/-

\* TA/ DA, Accommodation according to eligibility rules of the University.

In case the actual expenses for participation in the conferences/seminars/workshops are less than the maximum permissible limit as mentioned above, then the reimbursement shall be on actuals.

The hotel charges approved for the above are:

Professor: Rs 5000/- inclusive all taxes

Associate Professor: Rs 4000/- inclusive of all taxes

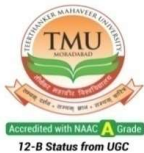
Assistant Professor: Rs 3000/- inclusive of all taxes

In case, the reimbursement of TA/DA and accommodation is made by the organizers of the conference, then no assistance as above shall be given against the TA/DA and accommodation heads.

- As per clause 3.1 (ii) of the mentioned policy, In case the University deputs the faculty to attend a particular seminar/conference/ workshop or event of similar nature and the University administration finds that the representation by the University in such events is in the interest of the University and the same is approved by the Vice Chancellor, he/she shall be entitled for the reimbursement which will be over & above the Individual entitlement.

The faculty attending such events as mentioned in point 1 & 2 shall be entitled for an academic leave (AL) or on duty leave (ODL) as per the prevailing University leave rules.

- The application will be processed through the Associate Dean (R&D) with the consent of HoD/Vice Principal/Principal/Dean.
- The following documents are required for approval from the Vice Chancellor:
  - Participation's needs/benefits in 150 words
  - Event Brochure
  - Registration confirmation mail/letter by organizer
  - Fee Receipt
  - TA/DA Budget Estimation
  - All other necessary required documents
  - Details of attended Programs & its reimbursement received earlier from the University during current year (Jan-Dec) **(Annexure-A)**



**TEERTHANKER MAHAVEER UNIVERSITY**  
(Established under Govt. of U. P. Act No. 30, 2008)  
Delhi Road, Moradabad (U.P)

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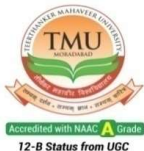
5. After the event, one-page report with photographs & completion certificate is to be submitted to the Associate Dean (R&D) office along with reimbursement bills for the record.
6. Faculty may plan a presentation to his/her colleagues to share the experience/learning from the conference/FDP etc. after getting the approval of the concerned Dean/Principal.

**Dr. Aditya Sharma**

**(Registrar)**

Enclosure-

1- Annexure-A



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**Annexure-A**

**Details of attended Conferences/Seminars/Workshops/ FDPs/**

**Refresher Courses/ Induction Programs during the current Year (January-December)**

**Faculty Name:** .....

**Employee Code:** .....

**Designation:** .....

**College/Department:** .....

S. No.	Title of the Program attended	Organized by	Date(s) of Program	Date(s) of Academic Leave (AL) taken	Reimbursement received from the University against the program
1					
2					
3					
4					
5					

**Signature of Faculty with Name & Date:**

**Signature of HoD/Vice Principal/Principal/Dean with Name & Date:**

