



Date: 09-07-2015

**POLICY DOCUMENT
FINANCIAL SUPPORT TO ATTEND
WORKSHOPS/ SEMINARS/ CONFERENCE/ SYMPOSIA**

INTRODUCTION

The objective of the policy is to provide financial assistance as prescribed by the norms of JNTUII academic and research rules. The faculty can undertake disciplinary or interdisciplinary research work in the college and/or attend workshops/ seminars/ conference/ symposia at College/ State/ National/ International level. They can also obtain Professional membership in relevant field through this scheme.

OBJECTIVE

The basic objective of financial assistance is as follows

- To provide financial support for attending Conferences/Seminars/Symposia/Workshops held at national or international level.
- To provide financial support for attending Faculty Development and Training programmes.
- To facilitate academic exchange programmes with national or international Universities.
- To provide financial support to obtain Professional membership of relevant field.

ELIGIBILITY

Financial assistance will be available to permanent employees whose probationary period is completed, are eligible for travel grant under the following circumstances:

- a. Those invited to attend academic workshops/seminars/conference/symposia. The level of the programme and the standing of the institution organizing the event should be truly international/national/professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.
- b. Financial assistance may be provided in the following purpose:
 - i) Those presenting paper in National/International conferences.
 - ii) Those invited under international collaboration exchange programmes.
 - iii) Those who would wish to pursue Ph. D. Programmes/ Post Doctorate.
 - iv) However, poster presentations and mere participations are generally not be considered for financial assistance.
 - v) Key note addresses, plenary lecturers, invited to give symposia/talks/invited lectures or invited lectures are also not considered.



Procedure of applying for the Scheme

The faculty who wish to avail financial assistance for the above eligible conditions should submit the filled in prescribed format along with necessary enclosures for approval through proper channel to the Registrar, JNTUH for approval.

Procedure for approval

- The Registrar shall use his offices to verify the suitability of the events for academic progression of the applicant, standing/status of the organising agency and likely impact on the departmental academic activities.
- Granting of financial assistance will depend on the decision of appropriate authority at University.
- Academics and availability of funds.
- The Principal can only be forwarding or/and Recommending authority.
- The decision of the Register shall be final.

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