

### **JIIT NOIDA**

#### **Policy Document for Financial Support to Faculty for Attending Conferences/Workshops/ Membership Fee within India and Outside India**

The Institute encourages faculty members to participate in conferences, seminars, symposia, FDPs, workshops and training programs etc. The Institute also provides seed money to organize conferences, workshops, training programs etc. to all academic departments. For availing the same, the Institute provides the following guidelines and norms for associated support and paid leave for official purposes within or outside the country. Approval of competent authority is required to undertake any national/International travel for attending conferences/workshops.

- (a) JIIT provides full/partial financial support and paid leaves for international/national travel requirements of its faculty from its own resources for attending conferences/ seminars/ workshops, in which the faculty member has to make an oral presentation (invited talk, paper, or poster).
- (b) The scheme is open to all teachers of the Institute who have a minimum of one year of service left in the Institute before retirement.
- (c) The faculty member must apply for such travel grant/registration fees on the prescribed form. They should include also in a separate sheet, justification for the travel, highlighting the reputation, importance, and competitiveness of the event
- (d) The application should be submitted at least one month in advance of the actual date of the event and should be forwarded by the concerned Head of the Department, with indication that the teaching shall not suffer during the absence of the teacher. The application will be considered only for the approved list of conferences/workshops/FDPs etc.
- (e) The research paper/poster accepted for presentation/talk should be with JIIT affiliation.
- (f) Funding will be normally for a maximum of one conferences/ seminars/ workshops within the country in a year, and one conference presentation outside the country in 3 years.
- (g) Funding may cover the registration fee, actual travel cost, boarding/lodging
- (h) The most expeditious and minimal travel cost mode of travel should be used.
- (i) Boarding/lodging expenses will be paid on production of receipt, as per JIIT norms
- (j) The total amount as per approval shall be reimbursed after the applicant submits a report on the conference and forwards the same through the Institute within one month of return from the conference.
- (k) The form must be supported by Invitation/ Acceptance letter, Abstract, Proof of Airfare, Full paper and CV and other details as per proforma.
- (l) Faculty may use amount under head books allowance towards membership fee of the professional bodies.

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