



Policy on
Attending Conferences, Seminars and Workshops etc.
By Faculty Members

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1. Rationale of the Policy

The Oriental University seeks to enhance the research and academic activities of faculty members in order to elevate its academic stature. This is accomplished through:

- a) Sponsoring faculty members to attend conferences, seminars, and workshops etc. which will enrich the scientific and technical experience of faculty members.
- b) Encourage innovative research and academic programs.
- c) Enable faculty members to exchange knowledge and ideas in national and international forums.
- d) Prepare faculty members to represent the Oriental University(OU) in national and international forums.
- e) Enrich faculty member's scientific knowledge.
- f) Provide opportunities for faculty members to gain knowledge and experience in their discipline.

2. Eligibility for attending Conferences, Seminars, and Workshops etc.

Faculty members can attend conferences, seminars and workshops etc. in accordance with the following:

- a) Financial support for presenting a paper at conference, seminar and attending a workshop is only provided to the faculty members who have completed one year of service in OU on or before date of event. However, in certain cases, a special permission may be granted by Hon'ble Vice-Chancellor.
- b) The conference, seminar or workshop etc. is in the faculty member's own discipline or related to his/her work and responsibilities.
- c) 50% of the faculty is on duty at a time in the department.
- d) A faculty member should have at least one paper published or accepted for publication during the preceding two years prior to the date of the conference, seminar, or workshop etc.
- e) Application shall be given to the respective HOD, who in turn will take necessary permission from the concerned Dean and Dean Academics. The approval/non-approval will be communicated to the faculty member by the HOD.
- f) After getting the approval from the competent authority, the applicant shall pay the fees for conference/seminar/workshop etc. Applicant may take advance amount for such payments.

- g) In case of local conferences etc. only registration fee will be paid and academic leave(s) will be granted.
- h) In case of conferences outside the city, registration fee and TA/DA will be provided by the University for presenting research papers at National/International Conferences along with academic leave(s) as per norms. The total amount of registration fee and TA/DA per year can be reimbursed up to 100% subject to maximum of Rs. 10,000 per year.
- i) In case of presenting a research paper at international conference outside India, the applicant should have cleared his/her probation successfully. The applicant can get maximum academic leave(s) as per norms. The total amount of registration fee and TA/DA per year can be reimbursed up to 100% subject to maximum of Rs.50,000 per year.
- j) In case of attending of International Conference by the applicant, he/she shall have to give an indemnity bond to serve OU at least 2 years after return and in the event of default he/she shall have to reimburse the financial support given to the faculty member with interest @ 18% p.a.
- k) A report duly supported by the necessary documents is to be submitted within a week after attending the event.
- l) The verification of the payment of fees will be carried out by the HOD, and the application will be countersigned by the concerned Dean and Dean Academics, then forwarded for reimbursement to the office of Registrar for further processing.
- m) Within 7 working days, the reimbursement will be completed by the CFAO.

3. Required Documentation

- a) Application form duly approved by the Competent Authority.
- b) An abstract of the paper, if applicable, and the complete manuscript.
- c) A letter of acceptance for presentation.

Dean Academics

Vice Chancellor