

DHANEKULA INSTITUTE OF ENGINEERING & TECHNOLOGY

GANGURU: VIJAYAWADA – 5231 139

Policy and Process document for staff to attend conferences (National and International)
/symposia/FDPs/Seminars/Workshops.

Policy

1. Every faculty should at least attend one such program in an academic year wise and minimum number of participation days not less than three.
2. Maximum number of programs that a faculty can attend limit to two.

Process

1. Head of the department need to circulate the brouchers connected to conferences/symposia/FDPs/Seminars/Workshops events received to the department.
2. Interested faculty may submit request along with expected expenditure by approval of principal through Head of the department
3. After obtaining the approval they can attend the event and submit reimbursement request with in the proforma available (R&D committee) with Xerox copy of certificate and respective document.
4. R&D member consolidates the year wise summary of different programs in different forms.
5. Report of participation faculty wise need to be documented by the R&D member in the proforma available in file (R&D committee) in duplication (one for IQAC).
6. IQAC conducts audit at the end of the academic year to check the participation of activities and collets copy from R&D member.



PRINCIPAL



DHANEKULA INSTITUTE OF ENGINEERING & TECHNOLOGY

GANGURU :: VIJAYAWADA – 521 139

(Approved by AICTE New Delhi, Permanently Affiliated to JNTU Kakinada)

ISO 9001:2015 Certified Institution, Accredited by NBA for CE, ME, EEE, ECE.

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Amendment: Policy for staff to attend Conferences (National and International) / Symposia/ FDPs/Seminars/workshops.

Objective: The purpose of this policy is to ensure active participation of faculty members in conferences, seminars, Faculty Development Programs (FDPs), symposia, and workshops conducted at premier institutions such as IITs, NITs, Central universities, Autonomous colleges and other colleges, thereby fostering professional development and knowledge exchange.

Policy:

1. Mandatory Participation:

- Every faculty member is required to participate in **Conferences (National and International) / Symposia/ FDPs/Seminars/workshops** conducted at premier institutions including but not limited to IITs, NITs, Central universities, Autonomous colleges and other colleges for a minimum of five consecutive days, twice in an academic year.

2. Selection of Events:

- Faculty members are encouraged to select events that align with their research interests, teaching methodologies, and professional growth objectives. Preference should be given to events organized by reputable institutions known for their academic excellence.

3. Funding and Support:

- The institution shall provide financial support and logistical assistance to facilitate faculty attendance at approved events. This may include funding for registration fees, travel expenses, accommodation, and any other related costs, subject to budgetary constraints and prior approval.

4. Non-compliance:

- Failure to comply with the provisions of this policy may result in disciplinary action, including but not limited to withholding of future funding for professional development activities and performance evaluation considerations.

Review and Revision: This policy shall be subject to periodic review and revision as deemed necessary to ensure its effectiveness and alignment with the institution's strategic objectives and evolving academic landscape.

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