



Faculty Development Cell
Sumandeep Vidyapeeth
An Institution Deemed to be University
At & Post Piparia, Taluka-Waghodia, Vadodara 391760, Gujarat
commt.faculty_development@sumandeepvidyapeethdu.edu.in

STANDARD OPERATION PROCEDURE (Version 3.1)

Paper/Poster Presentation OR Attending FDP **(December 2018)**

Revised Incentive Scheme (Version 2) as per University Circular no. SVDU/R/9015/2015-16 dated 25/05/2016 is further modified as per Board of Management notification letter no. SV/R/2018/2241 dated 21/09/2018.

1. Faculty can apply **ONLY ONCE** in a year under this incentive scheme.
2. The duly filled form signed by the applicant shall be approved and signed by the respective HoD and HoI. HoD & HoI are expected to put their remarks on application.
3. The application shall be submitted directly to FDC office of University through HoI office only.
4. The respective committee of FDC shall scrutinize the application. The committee may approve or reject the application as per University FDC policy (version 3) stated for incentive in paper/poster presentation or attending FDP. The letter of approval/ rejection will be issued to the faculty by FDC and a copy of the same will be submitted to Registrar, SV for information.
5. (a). Paper presentation will include both oral presentation and poster presentation.
(b). Main author presenting the paper shall be eligible for the incentive.
(c) The research work being presented must have been carried out by the faculty/research scholar on the role of SV and /or under his or her guidance.
(d) The research must have been conducted under banner of SV, which should be clearly Mentioned and highlighted.
(e) The research work must have been conducted only after due written permission from SVIEC.
(f) Benefits of the scheme shall be available to those faculties who have rendered continuous one year service at SV.

6. Paper/Poster Presentation or Attending FDP Within India:

- a. Registration fees for the conference up to Rs. 6000/- per faculty (excluding accommodation) will be sanctioned under this incentive scheme.
- b. Travelling by 2nd A.C. train via shortest route OR Rs. 7/km. if travelled by road will be sanctioned as T.A.
- c. Maximum up to Rs. 2000/- per day as D.A. can be sanctioned for the actual day/s of the event on submission of accommodation documents.
- d. For the educational programs mandated by respective council, complete registration fee & other incentives directed by council will be given to the faculties chosen by the institute.

e. For HOIs & Senior Professors (those having more than 10 years' experience as professor), following additional points are to be taken in account for availing the incentive stated in point 6(a) to (d):

- Attending Professional Development course which is useful in development/advancement of department/institute as recommended by Dean/Principal of the institute and Vice Chancellor, Sumandeep Vidyapeeth.
- Attending State/national/International conference or academic event of similar weightage in India with significant contribution as speaker, panelist, Expert, Resource person, Chairperson (Including Judge, Moderator) in that Scientific Event

7. Paper/Poster Presentation or Attending FDP Outside India:

- a) For representation at International level (Outside India) in the form of speaker, presentation, resource faculty, expert or attending professional development course, the faculty will receive incentive in form of academic leave with monetary support of maximum up to Rs. 50,000/- or actual expense (inclusive of registration fees, TA/DA) whichever is less.
 - b) The faculty must have completed **MINIMUM TWO YEAR OF SERVICE** at Sumandeep Vidyapeeth.
 - c) The faculty has to execute **one year service bond** and give **undertaking** that he/she has not received any funding or sponsorship from any other source for the same.
 - d) *The financial assistance for international activities shall be given once in three years per faculty. However, in case of high impact research outcome or any other significant activities that is of greater benefit to the institute, the Vice Chancellor shall have discretion upon the case before three years.*
 - e) *Beneficiaries when of such international tour must make every effort to look for the opportunities for foreign collaborations and external funded research*
8. The applicant has to submit duly filled and signed **Post Presentation Incentive Form** along with necessary documents (as stated in the form) within 15 days of attending the event to FDC, SV through same process mentioned in point no 2 & 3.
 9. FDC will recommend the final incentive as per University FDC rules & forward it to the higher authority, University for further processing. The final authority for sanctioning of the incentives lies with the competent University Authority.
 10. The processing time for application at FDC is upto 15 days in normal situation.