

## ARMY INSTITUTE OF EDUCATION

### STANDING OPERATIVE PROCEDURE (SOP) FOR GRANT OF DUTY LEAVE /PARTICIPATION FEE FOR PARTICIPATION/PRESENTATION OF PAPERS AT CONFERENCES / SEMINARS / WORKSHOPS / ORIENTATION/ REFRESHER COURSES FOR THE FACULTY MEMBERS UNDER THE FACULTY DEVELOPMENT PROGRAMME

#### General.

1. Faculty development programmes aim at enhancing the academic and intellectual environment in the institution by providing opportunities to the faculty to participate in seminars/conferences/career promotion courses, orientation/refresher courses and workshops. Participation in such programmes enables the faculty to enhance its knowledge, research and academic skills.

2. All invitations for attending by way of participation/presentations at various conferences, seminars, workshops, Orientation or refresher course, FDP and other similar programmes shall, after the perusal and remarks of the Principal be made available to the faculty for their information.

#### Limitations.

3. At a given point of time, duty leave for the purpose of attending the above mentioned courses shall not be granted to more than two faculty members. However, the Principal may exercise her/his discretion to grant duty leave to more than two faculty members at a given point of time, in exceptional cases.

4. If duty leave is granted to a third faculty member at a given point of time, the concerned faculty in consultation with the programme coordinator will arrange for a substitute faculty for the period of absence of the third faculty member from the institute.

5. In each financial year (i.e. 01 Apr to 31 Mar) ~~05 duty leaves~~ total period of duty leave not to exceed 10 working days) can be availed by a faculty member.

6. For presenting a paper in an International Seminar outside the country, a faculty member can avail duty leave not to exceed 10 working days in each financial year (i.e. 01 Apr to 31 Mar). There will be no reimbursement of any expenditure other than the registration fee as explained in para 11.

7. Notwithstanding the above mentioned clause it shall be the prerogative of the Principal to grant /refuse the said duty leave depending on the commitments and exigencies prevailing in the Institute at that times.

#### Nomination Procedure.

8. The permitted faculty members shall be entitled to duty leave to attend conferences/workshop for participation/presentation at such events, as per the following procedure:-

- (a) Application for participation should be submitted to the Principal, preferably 05 days prior to the event, for approval, unless information itself was available on short notice.

(b) In case there are more than two faculty members interested in participation/ presentation at a conference/ seminar, the following rules shall apply:-

(i) The faculty member seeking permission for purpose of making presentation shall be given preference over the one seeking permission for mere participation at such mentioned event.

(ii) In case of a tie, faculty member having the lesser number of presentations in the past shall be given preferences. In case of a further tie, the seniority of the concerned faculty members shall be taken into consideration to arrive at the decision.

(c) While arriving at the decision for selection of the faculty members for the above said purpose, the minimum academic promotional requirements shall be taken into consideration.

#### **Maintenance of Record.**

9. A proper record of the attendance of the faculty members at various conferences, seminars & research paper presentations will be maintained by the University clerk. The faculty member availing the duty leave shall submit a copy of the approved application to the University clerk to be kept as record.

10. All the faculty members are also required to give a copy of research papers /articles/ presentation to the University clerk after the event, for office record.

#### **Reimbursement of Expenditure.**

11. Following reimbursements will be paid from the Institute fund on the submission of receipts and supporting documents:-

(a) **Registration/participation Fee:-**

(i) For presentations of papers within the country, 50 % of the registration fee will be reimbursed. Maximum upto 5000/- in one financial year (i.e. 01 Apr to 31 Mar).

(ii) For participating in a seminar/workshop/ FDP organised with in the country, 50 % of the registration fee will be reimbursed maximum upto Rs 2500/-in one financial year (i.e. 01 Apr to 31 Mar).

(b) For attending seminar/workshop/FDP or presenting papers in the conferences . organised outside the country 50% of the registration fee will be reimbursed maximum upto Rs 5000/- in one Fin year. This benefit can be availed only once in a financial year (I.e. 01Apr to 31 Mar).

(c) **TA/DA.** As per Institute rules, original bus/rail /air tickets required. (Ref para 19 (c) of Minutes of Annual Conf of Directors/Head of all colleges received vide HQ AWES letter No B/45840/Dir Conf/AWES dated 13 Dec 2013.) No TA/DA will be admissible for attending seminar/workshop/FDP or presenting papers in the conferences organised outside the country.

12. Formal approval of the Director/Principal will be taken before the reimbursement of the expenditure on noting sheet.

13. A faculty member will be reimbursed the above expenditure only if he /she is proceeding on the course/activity on authorised duty leave.

**Conclusion**

14. This SOP is effective from 01 Apr 2015 and it will be followed to ensure smooth functioning of academic activities for the benefit of the students and the faculty members.

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(Dr Saksham Singh)  
Principal

Dated: 15 Mar 2015

**Circulated**

- All faculty members