

Sandip Foundation's
Mahiravani, Trimbak Road, Nashik-422213

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**Policy on attending the Seminar/Workshop/National or International Conference
by Staff**

Appended below please find the policy regarding attending of Seminar, Workshop, National or International Conference is to be followed meticulously by Staff, Admin and Accounts :-

Rules for attending/Participating in seminar/ workshop/conference for faculty In India

1. Budget for each department will be Rs. 50,000/- pr year (for intake of 60 students)
2. Based on the recommendations from HOD and Principal, the faculty will be allowed.
3. Faculty will be given on duty leave for the same.
4. Faculty will be given full registration fees along with on duty leave for attending the reputed conference/workshop (In India). TA & DA will be borne by the faculty.
5. Faculty will be allowed to attend maximum one seminar/workshops/conferences in an academic year.
6. If faculty desires to attend more than one program in a year, special permission from Head and Principal will be required.
7. After attending the conference, faculty has to submit his/her paper/report/certificate to the department.
8. Faculty will not be allowed for participation during the semester, if it affects academics of the department.

Rules for International Travel Grant

9. Confirmed and approved Staff Member who has put- up minimum 02 years of service in Sandip Foundations could be sent abroad for participating in international conferences/seminars/ symposia/ workshops held abroad after prior approval from the management.

Financial assistance may be provided in the following order of preference:-

- i. Teachers delivering key-note addresses/ plenary lectures.
- ii. Contributing a paper.
- iii. Invited to Chair a session.
- iv. Invited under International Collaboration

10. Financial assistance to a person for international travel will be available once in 3 years.

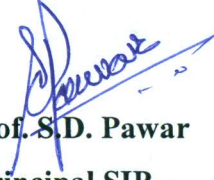
Either registration charges in INR or short distance air fare whichever is minimum will be paid by the Institute.

Rules for publications in International Journals

11. 75% amount of total publication charges will be paid to the faculty for publication of research article in peer reviewed International Journal with good impact factor and indexed in Scopus/Sci/web of service/ Thomas Reuters/Google scholar/ IEEE etc.



Prof. P. N. Patil
Principal SP



Prof. S.D. Pawar
Principal SIP



Dr. A. G. Jadhav
Principal SIPS



Dr. M. P. Ray
Principal SIEM



Dr. S. T. Gandhe
Principal SITRC



Dr. R. G. Tated
Pro-VC Sandip University



Prof. P. I. Patil
Mentor, Sandip Foundation