



**OFFICE OF THE REGISTRAR**

Ref No: AU/REG/NOT/2021/009

Date: 26.02.2021

**Notification**

**Sub: Adamas University Faculty and Staff Development Policy Regarding Attending Conference/Seminar/Workshop/Training Program and Other Academic Purposes**

The undersigned is directed to convey that Adamas University Faculty and Staff Development Policy, is notified as under:

<b>Policy Statement</b>	
<b>Purpose</b>	1.1 Research being an integral part of teaching, the University encourages academic staff members to do research and participate and present research papers in national and international conferences.  1.2 Encourage academic staff members to publish their research findings in reputed international and national journals and book chapters <b>and to file patents. Registration of professional body is also important part of collaboration.</b> Such research endeavour is important for our nascent University and academic staff's own career development.
<b>Scope</b>	2.1. Only regular academic staff members at the level of Professor, Associate Professor, Assistant Professor, Research Associate and Research Fellow are entitled to staff development.  2.2. The staff development policy is applicable only to academic staff members who have completed a minimum of one year of service with the University and successfully completed probationary period. However, upon the recommendation of the Chairman, Staff Development Committee, the Vice Chancellor can waive this requirement.
<b>Policy Provisions</b>	

**1. Eligibility Criteria and Financial Support**

1.1. Any regular academic staff member will be eligible to undertake/attend national and international conferences up to 3 times in a financial year.

1.2. All academic staff members shall be entitled to staff development financial support in a financial year up to a maximum of:

Professor :	3 Lacs
Associate Professor :	3 Lacs
Assistant Professor:	2 Lacs
Others:	1 Lacs

1.3. Staff Development Fund if not utilized in the current year, will not be carried forwarded to next year.

1.4 For the purpose of staff development, the word "conference" shall include seminars/workshops/ symposiums and relevant training programmes and Visiting scholar programmes. It could also include professional associations (International Association of Law School) or any other visit authorized by the Vice chancellor.

**2. Staff Development Leave**

2.1. Each Staff member shall be entitled up to 15 days of conference leave including intervening weekly and public holidays for presenting papers at conferences.

2.2. The conference leave shall be for the period of conference and travelling.

### **3. Staff Development Fund**

3.1. Where an academic staff member receives full financial support provided by other institution/conference organizer, the staff member shall not be eligible for any financial support from the University but shall be eligible for conference leave.

3.2. Where academic staff member is partially supported by another institution/ organizer, the staff member may apply for only partial financial support.

3.3. Staff Development Expense Claim Form along with receipts must be submitted to the HR department following the conference leave for the expenditure incurred in connection with the conference for settlement of claim.

### **4. Staff development committee**

4.1. Each school in AU will have a Staff Development Committee to support the research policy of the respective School and provide appropriate financial and other support to academic staff seeking to attend conferences.

4.2. The membership of the Staff Development Committee for each school is as follows:

- a. Chairman of the Committee- Dean of the School.
- b. Member One - Associate / Assistant Dean, Academic Affairs of the school concerned.
- c. Member Two - Faculty member nominated by the Dean.

### **5. How to apply for conference leave and financial support for any academic purpose**

5.1. **Staff members seeking to apply for financial support for any academic purpose that include filing patent / Professional body membership shall submit application in format through proper channel. For availing conference leave** staff members shall provide the following information in staff development application form, processed through the staff development committee, duly forwarded by Dean (R&D) and approved by the Vice Chancellor to the office of the Registrar with a copy to HR, at least 30 days before the event:

- a. Name of the conference organizer
- b. Place and venue of the conference
- c. Title of the paper and conference paper acceptance letter
- d. Conference Fee, if any
- e. Travel Itinerary

5.2. Verbal request for participation in conferences shall not be accepted as formal requests.

5.3 Staff Development Committee will examine the application in consonance with the policy and forward the form to the office of the Dean (R&D). The duly verified & forwarded form will be sent to the Vice Chancellor for final approval.

5.4 Office of the Vice chancellor will forward the approval given by the Vice chancellor along with the scanned copy of the application to the Office of the Registrar and copy to the Office of R&D for record. Forwarding note by the Registrar will be sent to the HR, Travel Desk & Finance for appropriate action.

5.5. The Dean office of the School and R&D office will keep records of all the Staff Development Grants sanctioned to the faculty members of the School/ University, as applicable, during the financial year and ensure that the eligibility and financial support criteria as mentioned in the policy are adhered to.

### **6. Cancellation of events**

Failure to attend a conference after the payment of conference fee by the University shall be investigated by the Staff Development Committee. Unless there are exceptional circumstances, the charge will be borne by the academic staff member.

## **7. For Non-Teaching Staff**

As per needs identified and approved training calendar.

## **8. Travel & Accommodation**

Travel and accommodation arrangement, if not supported by the organizer, must be done through the AU Travel Help Desk on submission of approval of application. No claim will be admitted if tickets are not booked through AU Travel Desk. Class of travel should be Economy class. No claim over and above the entitlement shall be allowed.

## **9. Recovery of Expenditure**

If any staff leaves the University within 30 days of attending the conference or end of financial year (whichever is earlier), he/she will pay back the entire amount paid to him by way of conference fee, travel, boarding and lodging charges, transport and other incidental charges.

## **10. Condition for the award of the Staff Development Grant**

10.1. A Faculty member shall not be away for the staff development purpose for more than 4 working days, at a time, while semester is in progress. (Maximum of 6 working days in a single semester and during semester).

10.2. A faculty staff member, who does not publish a conference paper or who does not get an acceptance for its publication in a journal or his contribution to such events within 12 months of attending conference or the event shall not be given any further staff development fund.

10.3. All staff members travelling on staff development grant must travel by economy class only, irrespective of their entitlement. Their travel, lodging and boarding expenditure will be as per the AU Domestic and Overseas Travel Policies.

10.4. Where a staff member fails to submit report and the submission of bills of his/her conference or workshop or completion of data collection work within thirty days of coming back or completion of data collection work, any funds claimed by the staff member shall be deducted from the staff member's next month's salary.

**Dr. Sanjay Mishra**  
**Registrar**

To

- **All Employees, Adamas University**

**For Information and Copy to:**

- **Chancellor**
- **Vice Chancellor**
- **Pro-Vice Chancellors**
- **Office of the Chancellor**
- **Chief Finance Officer & President & Business Head, Chancellor Cell**
- **All Deans**
- **All Directors**
- **All HODs**
- **Group CFO**
- **President- Administration**
- **Officiating Controller of Examination**
- **Law Officer**
- **Deputy Librarian**
- **Chief Technology Officer**
- **Assistant Registrar**
- **Assistant Registrar (Academics)**
- **Accounts Officer**
- **Office File**