



# SESHADRI RAO GUDLAVALLERU ENGINEERING COLLEGE

(An Autonomous Institute with Permanent Affiliation to JNTUK, Kakinada)

Seshadri Rao Knowledge Village, GUDLAVALLERU-521 356, Krishna District, A.P., India

(Approved by AICTE, New Delhi and Permitted by A.P. State Government)

Accredited by NAAC

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## Policy on Financial Support to attend seminars/conferences and workshops

### FROM QUALITY DOCUMENT

1. No one shall be sponsored for conference, unless his paper is accepted. In special circumstances when it will be very useful to the institute, a nominated senior faculty may be sponsored.
2. In the cadre of Assistant Professor, one should have a minimum of two years service.
3. No staff member shall be sponsored for more than two times in an academic year, including paper presentations and training programmes.
4. Professors – 2 Seminars / Conferences / Training programmes with financial commitment and 2 seminars/conferences/Training programmes without financial commitment in one year.
5. For delivering guest lectures at institutions, key note lectures, chairing sessions at conferences/symposia etc. on invitation, academic leave is granted without financial assistance for two times in an year for Professors, and one time for other faculty subject to a maximum of four days each time.
6. Faculty sponsored for Paper Presentations and Training programmes in India will be paid Registration Fee, Second Sleeper charges and DA subject to a maximum Rs.10,000/- in case of IITs, NITs and Government owned Universities/organizations and Rs.5,000/- for others. These will be paid only after giving the presentation in the department and after submitting material to the departmental library, and producing a certificate from the HOD.

### For International Conferences held Abroad:

1. 50% of actual expenses including registration fee or Rs.30,000/- whichever is less will be paid.
2. Eligibility: PG qualification, 3 years of experience in this college for a Assistant Professor, 2 years for Associate Professor and 1 year for Professor.
3. Only one member will be granted from each department on first come first serve basis in an academic year (July 1st to June 30th).
4. Any teacher once avails this is not eligible for the next 3 years.
5. The financial assistance will be given to one of the authors who will be presenting the paper.
6. Academic leave will be sanctioned for journey time and conference days only.

**NOTE:** The financial support and academic leave will be given for full paper presentations only which will appear as full paper in the proceedings and not for papers accepted for poster presentation. Participants should produce participation certificate. For International Conference in India, the guidelines are as per the other paper presentations in India limiting the payment to Rs.10,000/- or less including all expenses. The financial support given by the organizers shall not be duplicated while claiming registration fee, TA, DA and other allowable expenses.

**PRINCIPAL**  
Seshadri Rao

Gudlavalleru Engineering College  
Seshadri-Rao Knowledge Village

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