

ANNAMACHARYA COLLEGE OF PHARMACY

RAJAMPET - 516 126

CIRCULAR

Dt: 21-04-2014

Financial assistance for Paper Presentation / Publications

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Given below are the norms for getting the financial assistance regarding Paper Presentations / Publications by the faculty members at the National and International Conferences, International Journals with immediate effect.

1. A letter is to be put-up to the Principal, recommended by the concerned Head of the Department, enclosing a copy of communication received from the organizers accepting the presentation / publication of the paper. The letter must necessarily give an estimate of expenditure involved including T.A, D.A, Registration fee etc., if any, etc.
2. The paper must be presented by the faculty member in A.I.T.S., fixing-up a convenient date in consultation with the AITS Seminar Organizer. This presentation can be either before or after receiving the acceptance letter from the conference organizers / publisher.
3. After the presentation of the paper in the conference, a claim is to be made by the faculty member giving the details of expenditure incurred showing the proof of such expenditure.
4. Faculty members are eligible for T.A & D.A. as per the Institute rules but must produce the tickets or xerox copies of the tickets, receipt of registration fee, as the proof of such expenditure. However, no proof is required for claiming the D.A.
5. The actual expenditure incurred in the above forms, subject to a maximum of Rs.3,000/- will be sanctioned to the faculty member for paper presentations in the Conferences.
6. Faculty members presenting papers in International conferences abroad will be eligible for a financial assistance of Rs.10,000/-.
7. Faculty members publishing papers in international journals are eligible to claim the expenditure involved in getting the paper published, subject to a maximum amount of Rs.5,000/-.
8. A faculty member can avail such financial assistance from the Institute, to an extent of two conferences in a calendar year out of which only one can be for presentation abroad. However, the claim for international journal paper printing expenditure can be made once in a year irrespective of the claim for the presentation in Conference. If the faculty member presents papers more than twice in any calendar year, the financial assistance cannot be extended for those additional presentations. However, the period of absence on all such paper presentations will be treated as on duty.


PRINCIPAL

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Sd/-
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