

DHANEKULA INSTITUTE OF ENGINEERING & TECHNOLOGY

GANGURU: VIJAYAWADA – 5231 139

Policy and Process document for staff to attend conferences (National and International)
/symposia/FDPs/Seminars/Workshops.

Policy

1. Every faculty should at least attend one such program in an academic year wise and minimum number of participation days not less than three.
2. Maximum number of programs that a faculty can attend limit to two.

Process

1. Head of the department need to circulate the brouchers connected to conferences/symposia/FDPs/Seminars/Workshops events received to the department.
2. Interested faculty may submit request along with expected expenditure by approval of principal through Head of the department
3. After obtaining the approval they can attend the event and submit reimbursement request with in the proforma available (R&D committee) with Xerox copy of certificate and respective document.
4. R&D member consolidates the year wise summary of different programs in different forms.
5. Report of participation faculty wise need to be documented by the R&D member in the proforma available in file (R&D committee) in duplication (one for IQAC).
6. IQAC conducts audit at the end of the academic year to check the participation of activities and collets copy from R&D member.



PRINCIPAL