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ITMU/DA/2026/65

Date: 03-08-2026

Policy for Financial Support for Participation in Conferences/Workshops (Academic Session 2026–27)

The following guidelines shall govern the financial assistance provided by the University to faculty members for participation in conferences, seminars and workshops during the Academic Session 2026–27:

1. Number of Supported Events

A faculty member shall be eligible for financial assistance for a maximum of **two (02) conferences/workshops** during the Academic Session 2026–27, subject to the following:

- **One event in the Odd Semester, and**
- **One event in the Even Semester.**

Transfer of entitlement from one semester to another shall not be permitted.

2. Quantum of Financial Assistance

a. First Conference/Workshop

- Financial assistance shall be provided up to a maximum of **₹15,000**, inclusive of registration fee and other admissible expenses.

b. Second Conference/Workshop

- Financial assistance shall be limited to **₹12,000 or the actual registration fee, whichever is lower.**
- No additional expenditure towards travel, boarding, lodging or other incidental expenses shall be admissible for the second event.

3. Publication-Linked Financial Support

- a. Financial assistance **up to ₹5,000** may be sanctioned without any publication-linked condition, subject to approval of the competent authority.
- b. Where the approved financial assistance **exceeds ₹5,000**, the support shall be **publication-linked**. In such cases:
 - The amount exceeding ₹5,000 shall be released as an **advance**.



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- The faculty member must present a research paper at the conference and subsequently ensure its publication in a **Scopus-indexed journal or any other recognised indexing platform approved by the University.**
- The advance shall be treated as **finally settled only after submission of documentary proof of publication** of the presented paper.
- Until such publication is achieved, the amount released beyond ₹5,000 shall continue to be treated as an advance recoverable/adjustable as per University rules.

4. General Conditions

- Financial assistance shall be subject to prior approval of the Competent Authority and availability of budget.
- Only conferences/workshops relevant to the faculty member's discipline and approved by the University shall be considered.
- All claims shall be supported by original receipts, registration proof, participation certificate and other documents prescribed by the University.
- The University reserves the right to modify, withhold or withdraw financial assistance in cases where the prescribed conditions are not fulfilled.

This policy shall come into force with immediate effect and shall remain applicable for the Academic Session 2026–27 unless modified or superseded by subsequent orders.

Dr. Ranjeet Singh Tomar

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