



A. J. Institute of Engineering and Technology Mangaluru



Approved by AICTE New Delhi, Affiliated to VTU Belagavi & Recognised by Govt. of Karnataka
(A unit of Laxmi Memorial Education Trust (R))

ACCREDITED BY NBA (BE : CV, CSE, ECE, ISE & ME)

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Ref. No: AJIET/Dean/2023-24/9

Date: 14.02.2024

Guidelines for attending FDP/STTP/Workshop/Conference/Seminar for faculty staff

1. On Duty leave:

- Those who are attending TWO FDP/STTP/Workshop/Seminar, and /ONE Conference in ONE academic year are entitled to get on-duty leave with prior approval of concerned department HOD, Dean and Principal.
- During this period if any holiday / Non-working days fall then no special compensatory off will be given to attendee.
- For attending irrelevant FDP/STTP/Workshop/Seminar/Conference, on-duty leave will not be granted.
- In case attendee remains absent during this period for attending event his/her on-duty leave will be cancelled by the Institute.

2. Registration Fee/TA/DA:

- In case Institution feels that the course is useful for Institute /Department in this case Institute will bear TA and DA as admissible as per Institution norms. Professors & Associate Professors are eligible to travel in Airavatha bus / First Class Train for Rs.1000/- per day for lodging & Rs.600/- per day as DA and for Assistant Professors are eligible to travel in Rajahamsha bus / Second Class Train, Rs. 1000/- per day as lodging and Rs. 400/- as DA) **OR** registration fee whichever is less, only once in a year. **For this prior approval of, HOD, Dean & Principal is required.**

Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006

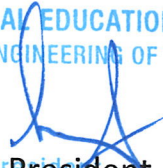
- If program is in Mangalore no LCA will be paid.
- While submitting claim original bills / travel tickets need to be submitted to accounts department.
- For attending irrelevant FDP/STTP/Workshop/Seminar/Conference, no registration fee, TA & DA is given.

3. Conditions:

- For research paper publication plagiarism must be less than 20%.
- In case funds are used from any other funding agencies or research grants for attending FDP / STTP / workshop / Seminar / Conference no reimbursement will done (full or partial).
- After attending course attendee needs to submit the following documents for sanction of leave.
 - i) Xerox copy of the participation certificate or relevant proof of attendance. Bills pertaining to travel & lodging.
 - ii) Report on programme attended.
 - iii) Feedback from HOD (about useful or not useful)
 - iv) Proof of course material received during this period and deposited in department library / central library for the use of other faculty members.


Principal
A.J. Institute of Engineering & Technology
Mangalore - 575 006

For LAXMI MEMORIAL EDUCATION TRUST (R.)
A.J. INSTITUTE OF ENGINEERING OF TECHNOLOGY


President