

**ARMY INSTITUTE OF TECHNOLOGY**  
**Dighi Hills, Pune**

**REVISED POLICY FOR ATTENDING CONFERENCE FOR STUDENTS (UG & PG)**

**1. Leave**

- (a) Leave for Paper Presentation in conference will be sanctioned by HOD's
- (b) In case attendee remains absent during this period (for event) his / her Leave will be cancelled by Department.

**2. Registration Fee / TA / DA**

- (a) If program is in Pune no LCA will be paid (Applicable to UG & PG students).
- (b) Registration Fee will be reimbursed, not more than Rs. 5000/- in total for academic year in case of program is with India and Rs.10000/- if it is held abroad. (both for UG & PG students)
- (c) If paper is jointly published by student & faculty, in this case also first author can only get benefit of reimbursement.
- (d) Student attending such conference & presenting research paper are eligible to get 2<sup>nd</sup> class sleeper railway / bus fare (to & fro) by shortest possible route (only for UG students).
- (e) While submitting claim original bills / tickets needs to be submitted.

**3. Conditions**

- (a) For research paper publication plagiarism must be less than 20% (use Turnitin software available in Central Library).
- (b) In case funds are used from any other funding agencies for attending conference no reimbursement (full or partial) will done.
- (c) After attending course attendee need to submit following documents for final sanction of Leave :-
  - i. Xerox copy of Participation Certificate or relevant Proof of Attendance.
  - ii. Report on Programme attended
  - iii. Necessary entries are made in College ERP .

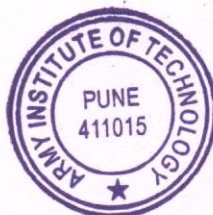
4. This policy will be reviewed after every two years.

5. AIT Management keeps rights to modify / amend above policy at any given time.

6. Treat earlier policy related to FDP Conference as Null and Void.

File No. AIT/0351/SOP/PRIN

Date : 12 Mar 2019



*(Handwritten signature)*

(Abhay A Bhat)  
Brig (Retd)  
Director, AIT