

ARMY INSTITUTE OF TECHNOLOGY
Dighi Hills, Pune

**POLICY FOR ATTENDING FDP / STTP / WORKSHOP / SEMINAR / TUTORIAL /
CONFERENCE FOR FACULTY / STAFF**

Terminology

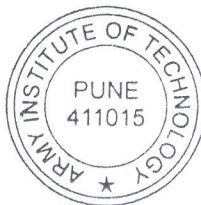
- (a) AY – Academic Year (1st Jun to 31st May)
- (b) TA – Traveling Allowance
- (c) DA – Dearness Allowance
- (d) Registration Fee – Amount required for registration of Programme (including all taxes if any)
- (e) OD – Official Duty
- (f) FDP – Faculty Development Programme
- (g) STTP – Short Term Training Programme
- (h) Faculty – Teaching Staff
- (i) Staff – Non Teaching Staff
- (j) ERP – Enterprise Resource Planning
- (k) LCA – Local Conveyance Allowance

1. Leave

- (a) Those who are attending FDP / STTP / Workshop / Seminar / Tutorial / Conference are entitled to get on-duty leave with prior approval of Director.
- (b) During this period if any holiday / Non-working days fall then no special Compensatory Off will be given to attendee.
- (c) For attending irrelevant FDP / STTP / Workshop / Seminar / Tutorial / Conference On-Duty Leave will not be granted.
- (d) In case attendee remains absent during this period (for event) his / her On-Duty Leave will be cancelled by Institute.

2. Registration Fee / TA / DA

- (a) In case institute feels that the course is useful for institute / department in this case institute will bear TA as admissible as per Govt. Norms. For this prior approval of Director is required. No DA given against this.
- (b) If program is in Pune no LCA will be paid.
- (c) Registration Fee will be reimbursed, not more than Rs. 7500/- in total for academic year, in case of program is within India and Rs. 15000/- in total for abroad
- (d) While submitting claim original bills / tickets needs to be submitted.
- (e) For attending irrelevant FDP / STTP / Workshop / Seminar / Tutorial / Conference no registration fee, TA, DA is given.

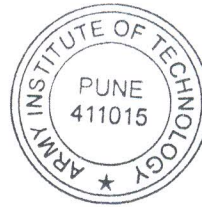


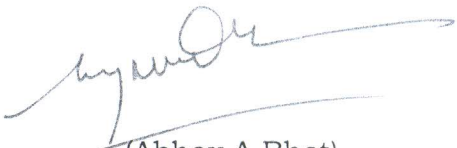
3. Conditions

- (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 or research grants for attending FDP / STTP / Workshop / Seminar / Tutorial / Conference no reimbursement (full or partial) will done.
 - (c) After attending course attendee needs to submit following documents for final sanction of OD :-
 - i. Xerox copy of Participation Certificate or relevant Proof of Attendance.
 - ii. Report on Programme attended
 - iii. Feedback from HOD (Useful or not useful)
 - iv. Proof of Course Material received during this period deposited to Departmental Library / Central Library.
 - v. 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 / STTP / Workshop / Seminar / Tutorial / Conference as Null and Void.

File No. AIT/0351/SOP/PRIN

Date 03 Aug 2017




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