

EVENT PARTICIPATION AND RESEARCH SUPPORT POLICY

A. PREFACE

- These rules shall be applicable to all employees of P P Savani University appointed under any of the institution managed by P P Savani University.
- The guidelines are to facilitate Teachers of schools of P P Savani University who are willing to attend Conference, Workshop, Seminar, Short-Term Training Program, Faculty Development Program for their skill & knowledge enhancement and professional development.
- Financial assistance will also be extended towards publication of articles/papers in the reputed journals, IPR filing etc.

B. PARTICIPATION GUIDELINES

Event	Allowable Frequency
Conference (Within India)	Maximum Twice a Year
Conference (Outside India)	Once in a two Year
Workshop/ Seminar	Once a Year
Short-Term Training Program	Once a Year
Faculty Development Program	Once a Year

C. LEAVE

The employees of the University are eligible for Duty Leaves (Maximum 10) as mentioned in the service rules.

D. APPROVAL PROCESS



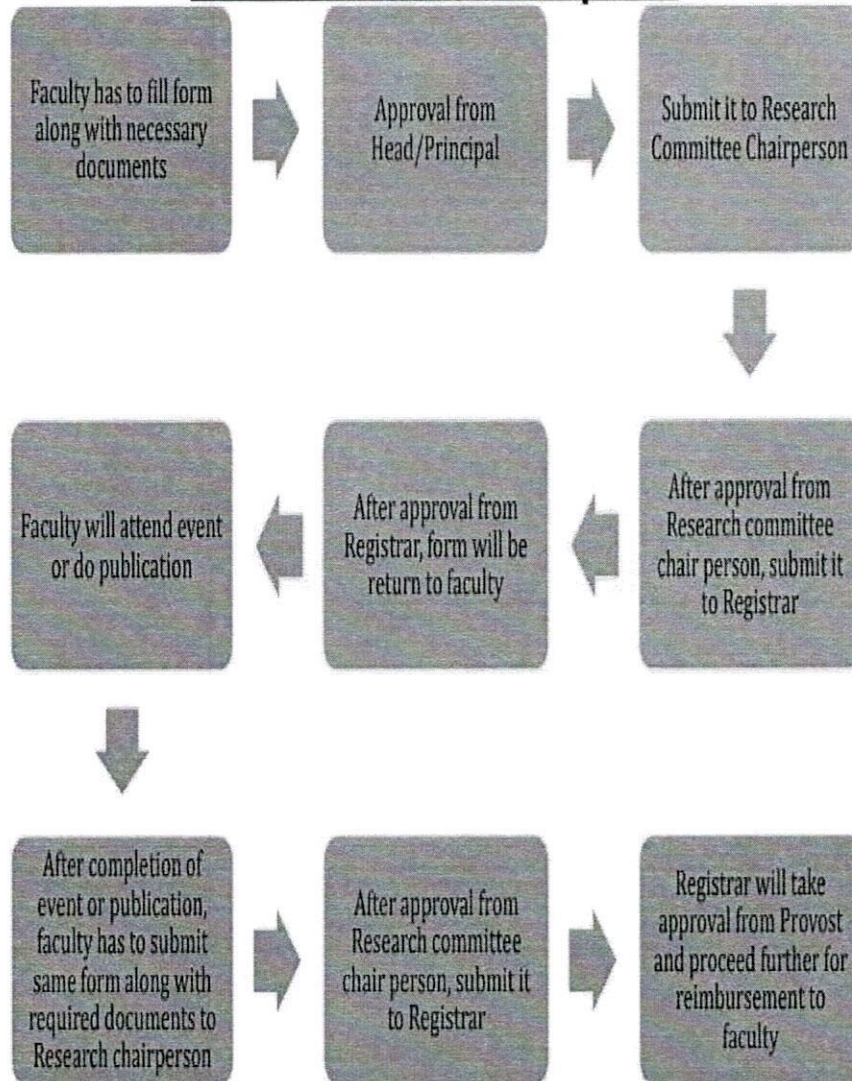
Any employee willing to participate in any of above-mentioned event must submit the dully filled application (along with documents) at least two weeks in advance if the event is within India and four weeks in advance if the event is outside India.

E. FINANCIAL ASSISTANCE

- On approval from the University office, an employee shall be eligible for a maximum financial assistance of INR 15,000/- per year.
- The amount of INR 15,000/- can be accumulated up to three years to a maximum of INR 50,000/- and can be used for any academic enhancement activity during 3 years period.
- Year will be calculated from the 1st of January to 31st of December of every year.
- Financial assistance is subject to submission to original bills to the account section.



Research Financial Assistance process



Reimbursement will be done in the March, June, September and December month salary only



Registrar,

P P Savani University

Registrar

P P Savani University