

4.5. POLICY ON CONFERENCE SPONCERSHIP FOR EMPLOYEEES

- 4.5.1. The Conference sponsorship policy defines the procedure and principles applicable for employees. Current version of this Policy succeeds any other earlier policy that may have been released from the effective date, specified as part of this Policy.
- 4.5.2. This Policy is applicable to all employees of Vidya Jyothi Institute of technology, Hyderabad.
- 4.5.3. This Policy is applicable to all employees of the VJIT who should be a researcher actively engaged in Research & Development (R&D) work.
- 4.5.4. The institution facilitates Faculty Members to update their knowledge by attending and or presenting papers at seminars/workshops/conference/symposia, after obtaining necessary permission from the Principal/Management.
- 4.5.5. Keeping the above background in mind, certain provisions for inculcating research and development activities among faculty members, this policy for sponsoring has been defined by way of this Policy.
- 4.5.6. **The Policy is designed to provide financial assistance in an international/ national scientific event (Conference/seminars/symposium/workshop etc.)**
 - (i)for presenting a research paper or
 - (ii) chairing a session or
 - (iii) Delivering a keynote address.
- 4.5.7. Employees can obtain "On Duty" under the category of (OD for regular assignments outside office) can be obtained. For further details, please refer to the Leave Policy.
- 4.5.8. As the institution always adheres to the standards and guidelines, it is advised to look for renowned national / international conference conducted at renowned institutions including IITs/NITs/IISC or premium universities or institutes of repute.
- 4.5.9. Faculty members are advised to look for renowned conferences to submit their abstract / full papers, which are organized in association / collaboration with IEEE, ACM, Springer, CSI, ISTE or any other reputed societies / bodies.
- 4.5.10. Prior approval is required for those who wish to avail this sponsorship facility. The approver shall be Chairman / Secretary and Correspondent.
- 4.5.11. Faculty members need to submit a requisition letter in the required format through proper channel by enclosing Paper acceptance letter (copy of an e-mail), Invitation Letter, Conference schedule, and other required proofs.
- 4.5.12. **This policy covers the registration fee of the event, travelling expenses (both domestic and international) are provided.**
- 4.5.13. There shall be a limit of one national and/or one international conference in an academic year for a faculty member.
- 4.5.14. **There shall be a limit of Rs. 5000/- towards conference registration fee for an international conference conducted within India.**

4.6. PLAGIARISM DETAILS

- 4.6.1. The VJIT is always strives for excellence and protect copy right acts and laws which are in force from time to time. In technical publications, all joint authors are equally responsible for any offence of plagiarism. Hence the institution takes a serious view of any act of plagiarism. There are several educational and apex bodies published guidelines on what constitutes plagiarism. Authors are requested to read, understand and act on the plagiarism.