

Institute of Home Economics University of Delhi

Research Development Committee (RDC)

Standard Operating Procedure (SOP)

SOP for Financial Assistance/Reimbursement to Faculty for Participation in Conferences, Workshops, Seminars, Training Programmes and Other Academic/Professional Development Activities

1. Purpose

The purpose of this SOP is to provide financial assistance/reimbursement to eligible faculty members for participation in conferences, workshops, seminars, training programmes, FDPs and other relevant academic/professional development activities.

The scheme aims to promote research dissemination, professional development, skill enhancement and academic collaboration.

2. Scope and Eligibility

The scheme shall apply to eligible faculty members of the Institute, subject to:

- prior approval of the competent authority;
- academic/research relevance of the programme; and
- availability of funds.

Eligible activities include national/international conferences, workshops, seminars, capacity building/professional development programmes, symposia and other academic activities approved by the Institute.

Preference may be given to faculty members presenting a research paper/poster, delivering an invited lecture, serving as a resource person/session chair, or undertaking specialized training relevant to their teaching/research.

3. Financial Assistance

The RDC may recommend reimbursement of the actual registration fee paid, subject to the approved financial ceiling and availability of funds.

Travel, accommodation, food, local conveyance and other personal expenses shall not ordinarily be reimbursed under this scheme.

For online programmes, only the approved registration fee may be considered for reimbursement.

International programmes may be considered on a case-to-case basis, subject to applicable rules and availability of funds.

4. Prior Approval

Faculty members must obtain prior approval from the competent authority before registering for the programme.

The application should include:

- name/designation and department;
- name and details of the programme;
- organizing institution;
- date and venue/mode;
- nature of participation;
- registration fee;
- acceptance/invitation letter, wherever applicable; and
- details of financial assistance already availed during the financial year.

The programme brochure/notification should be attached with the application.

5. Reimbursement Procedure

After completion of the programme, the faculty member shall submit the reimbursement claim within 30 days in the administration.

The following documents shall be submitted:

1. Copy of prior approval;
2. Registration fee receipt/invoice;
3. Proof of payment;
4. Participation/attendance certificate; and
5. Paper acceptance/presentation certificate, wherever applicable.

The Administration shall collect and maintain all reimbursement applications received during the academic session and compile the claims for submission to the RDC Convenor towards the end of the academic session for scrutiny and recommendation.

The reimbursement shall be processed after verification of the documents, approval/recommendation of the RDC and approval of the competent authority, as applicable.

6. Frequency and Availability of Funds

A faculty member may ordinarily avail financial assistance once in an academic/financial year, subject to availability of funds.

Additional assistance may be considered by the RDC in exceptional cases based on the academic/research significance of the programme.

The assistance shall be subject to the budget available with the RDC and shall not be treated as an automatic entitlement.

7. Non-Duplication of Claim

The same expenditure shall not be claimed from more than one source.

The faculty member shall disclose any financial assistance received or expected from the University, Institute, research project, funding agency, organizer or any other source.

8. Responsibilities

Research Development Committee

The RDC shall:

- examine applications, where required;
- assess academic/research relevance;
- recommend eligible cases;
- ensure equitable utilization of funds; and
- maintain records of financial assistance provided.

Faculty Member

The faculty member shall:

- obtain prior approval;
- provide correct information;
- participate in the approved programme;
- submit the claim within the prescribed period; and
- provide all required supporting documents.

9. Review of SOP

The SOP shall be reviewed periodically by the RDC and may be amended with the approval of the competent authority in accordance with the requirements of the Institute/University and availability of funds.

Institute of Home Economics, University of Delhi

Application Form for Financial Assistance

1. Name of Faculty Member: _____

2. Designation: _____

3. Department: _____

4. Name of Programme: _____

5. Organizing Institution: _____

6. Date and Venue: _____

7. Type of Programme:

Conference / Workshop / Seminar / Training / Symposium / Other

8. Nature of Participation:

Paper Presentation / Poster / Invited Lecture / Resource Person / Session Chair / Participant

9. Title of Paper/Presentation: _____

10. Registration Fee: ₹ _____

11. Amount Requested from RDC: ₹ _____

12. Financial Assistance Availed During Current Financial Year: ₹ _____

13. Financial Assistance from Other Sources: ₹ _____

14. Brief Justification for Participation:

Signature of Faculty Member: _____

Date: _____

Reimbursement Claim Form

I hereby submit my claim for reimbursement of expenses incurred for participation in:

Programme: _____

Date: _____

Venue: _____

Particular	Amount Claimed (₹)
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Registration Fee	
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Documents Attached

- Programme brochure/notification
- Prior approval
- Registration receipt
- Participation certificate
- Paper acceptance/presentation proof, wherever applicable
- Travel tickets/boarding passes
- Accommodation bills
- Payment receipts
- Other supporting documents, if any

Declaration

I certify that the information provided above is correct and that the expenses claimed have actually been incurred by me. I further certify that the same expenses have not been claimed/reimbursed from any other source.

Signature of Faculty Member: _____

Date: _____

RDC Office Use

Application/Claim No.: _____

Date Received: _____

Eligibility: Approved / Not Approved

Academic Relevance: Satisfactory / Not Satisfactory

Amount Recommended: ₹ _____

Amount Approved: ₹ _____

RDC Remarks:

Covenor, Research Development Committee: _____

Date: _____

Approval of Competent Authority: _____