

Annexure-2: Detail steps and procedure for the processing of the applications submitted by the faculty under international activities Section A: 2-a) and 2-b)

1. Scrutiny and observation report of application submitted by departmental committee

Application is to be submitted by the faculty on *Form- A* under activity **Section A- 2- a)** to the Department well in advance, at least one month in advance of the conference. The complete processing of the application may take about three-four weeks. After receiving the application from the concerned faculty, the head of the department will constitute a three member committee at department level which will scrutinize the application based on the following points

- i. Quality of the contents of the paper to be presented.
- ii. Relevance of the paper with the theme of the conference.
- iii. The nature of paper: experimental/theoretical/review. (*Note- Review paper will not be considered*).
- iv. Acceptance of paper/abstract, and review report (if any) attached
- v. Quality of the event and its relevance with the focused research area of the faculty.
- vi. Number of faculty members going abroad at a time from the Department.
- vii. Whether the event falls during vacation/semester break/ holidays when there is no teaching work.

The committee must ensure the followings:

1. Participation is in a quality event and the event is on focussed research areas of the faculty.
2. The participations in the event is beneficial to the Institute
3. The examination/ result related work do not suffer

The departmental committee will forward the application of the faculty (**Form-A**) within 5 working days of receiving the application to Assistant Registrar (Finance)/DDO/Account officer of NIT Manipur for further processing.

2. Confirmation of availability of fund:

The confirmation of availability of fund in the prevailing CPDA financial block year will be given by Assistant Registrar (Finance)/DDO/Account officer of NIT Manipur. The file/application should be cleared by the accounts section and sent to the office of Dean (FW) preferably within two working days after receiving it from the concerned department.

3. Scrutiny and Recommendation of the application by CPDA Committee of the Institute:

After confirmation of the fund availability and upon satisfaction with the quality of the event and recommendation of the departmental committee (Form-A) the faculty member would be called to present his/her research work before the institute level CPDA committee comprising of the following:

1. Dean (FW)
2. Dean (R&C)
3. HOD/Co-ordinator of concerned Department

The quality and relevance of the paper, and the presentation (if required) will be ensured by the Institute CPDA Committee. The committee shall also ensure that the participation in the event will be beneficial to the institute. Upon satisfaction, the committee would recommend the application for the activity which will be forwarded for the approval of the Director by Dean (FW).

Note: For international activities under **Section A-2-b)** the application in Form-A, forwarded by the respective departmental committee [see point (1)] is to be submitted to the office of Dean (FW) through Account Section after confirmation on the fund availability. The faculty member

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has to make a presentation before the Institute CPDA Committee to discuss details of the event and to justify how his/her visit will be beneficial to the institute. Upon satisfaction, the CPDA Committee would recommend the application to the Director for approval.

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