

22. POLICY ON PAPER PRESENTATION IN SEMINARS AND CONFERENCES

Version 2.0

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Objective: To support faculty in presenting research papers at conferences and workshops, strengthening the institution's research impact and academic engagement through defined guidelines on eligibility, funding, and approvals.

Eligibility: Faculty members with minimum of three continuous years of service with any institution of SCMS Group are eligible to start applying for this provision.

Effective From : 05th February 2025

Approval Process: Faculty members who satisfy the eligibility criteria and intend to present a research paper at a particular conference/seminar within the state of Kerala or outside will seek permission from their respective HOD, in advance.

Listed below are some of the salient points of this policy:

1. The experience of Faculty members with SCMS as well as their track record with regard to previous research publications will be a factor to decide their eligibility to utilise this policy provision as suggested in the table below:

Years of Experience with SCMS	Location	No. of Publications	Eligibility Amount	Frequency of application	Approving authority
Min. of 3 years	Within Kerala	Min. 2 publications in the last one year*	Upto max. Rs. 10,000/- per event	Once in a year	HOD/HOI
Min. of 5 years	Outside of Kerala, within India	Min. 2 publications in Q3/Q4 journals in the last one year	Max. upto Rs. 20,000/- per event	Every alternate year	HOD/HOI
Min. of 8 years	International	Min. 2 publications in Q1/Q2 journals in the last one year	Upto max. USD 450	Every alternate year	GD

*Year for publication refers to the financial year

2. The HOD is permitted to utilise allocated department funds to sponsor these events on behalf of the institution for locations within Kerala and India. However, all international paper presentations have to be sanctioned by the respective Group Director.
3. The faculty member who intends to present the research paper, should contact the Research committee of the institution to verify if the conference/seminar falls in the approved list before applying to HOD.
4. Faculty member should apply to the respective HOD for permission to attend the event stating all details of the event, for HR records.

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1. The sanctioned amount is to be utilised only towards event registration fee. Other expenses like travel, accommodation and food expenses will be guided as per the existing travel policy.
2. Faculty members who are granted permission to present their papers are eligible for 'On Duty' for the day of the event as well as the to and fro travel days involved.
3. For outstation events wherein day travel is involved, the day before and day after the event will also be eligible for 'On Duty'. This facility is not available if the event venue can be reached by overnight travel.
4. At the time of submitting reimbursement claims to Accounts, faculty members are required to ensure that all relevant documents are enclosed to facilitate timely processing. The required documents include:
 - i) Approval from the HOD for participation in the Seminar/Conference/Workshop
 - ii) Registration Fee details
 - iii) Proof of Attendance of conference (for HR Records)
 - iv) Travel tickets/bills (to and fro), wherever applicable
 - v) Entry of Paper Presentation details on LMS software
 - vi) A copy of the above mentioned documents to be copied to the RACE and IQAC team for institutional records.
5. The institution reserves its right to deny permission on attending the conference under justifiable circumstances.

Exemption:

1. The provisions of this policy is not applicable for a UGC/AICTE/Organiser sponsored event.
2. The Institution may nominate faculty members to such events for paper presentation, looking into their contributions and initiatives in other areas other than publications.
3. Any exemption to the frequency of utilizing this provision, beyond as stated in the policy has to have approval of the Governing Council in writing.