



## ATMA MALIK INSTITUTE OF TECHNOLOGY AND RESEARCH (AMRIT)

Mohili-Aghai, Shahapur, Thane, Maharashtra, India. Pincode: 421603  
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### **6.3.2 Financial Support to attend Conference/FDP/STTP's/Workshop Policy:**

Counselor, Asst. of Coordinator, Supervisors  
Particular Activity In charge under main Department  
(eg. Transport /H/K under main Admin Department)  
Hostel Rector

#### **Class C- Employees**

Assistant /Front Officer/Operators

#### **Class D -Employees**

Support Staff

(Driver /Attendant/Office Boys/Maids/Gardener/Electrician/Sweepers/Security staff etc.)

#### **Policy for workshop & Seminar fund**

Submission of proceedings /documents related to training programs:

After attending conferences / workshops, it is mandatory for all deputed staff to submit a copy of the proceedings, documents, etc to the Admin Department of their unit. In addition, the staff is required to make a presentation on the conference or training program attended to the department. This is also applicable to any kind of dissertation work tending to higher degrees.

1) Procedure to seek approval: The applicant must fill up the on duty form and submit it along with an application on the plain paper address to "The Unit Head" for requesting the permission for attending the seminar, workshop or conference. Attach the proof for the same.

2) Incentives or reward for special noteworthy achievement:

The institute follows a unique point based incentive scheme to reward the research work carried out by faculty in the respective year. This is a one of its kind scheme and serves as an effective motivation for faculty, to undertake research in their chosen areas of interest. The various points considered for additional increments are tabulated.

Norms for organizing seminar, conference etc. in the Institute:

1) For In-house R&D events, the following guidelines may be used with the approval of the management.

2) 100 % concession may be given in registration fee for faculty of host department.

100 % concession may be given in registration fee for faculty of other departments, to a Maximum two faculties, on recommendation of the concerned Head of the unit.

