

Guidelines - Faculty Travel Expenses (UNTIL 2020)

Faculty members are eligible for support for travel to professional meetings. (The funding cycle for faculty travel is the University fiscal year: June 1 through May 31st.) Whenever possible, travel expenses should be charged to an appropriate research or training grant.

I. Amount of reimbursement

- a. Every faculty member is eligible to avail travel grants as mentioned in their Offer Letter. An amount of Rs 30,000 is provided to Assistant Professor by Symbiosis International (Deemed) University for the following expenses:
- b. Cost of transportation, normally limited to the round-trip economy class air fare. Tolls, taxi and airport fares may be added to the fare .
 - B. Other reasonable costs as noted below:
 1. Conference Registration Charges
 2. Hotel room charges
 3. Meals
 4. Miscellaneous fees spent for the conference
- c. In the email sent for paper presentation to organizers, the faculty members have to provide Anti-plagiarism declaration which should be in consonance with UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018- as provided under Annexure C.
- d. II. Procedures for Reimbursement**
- e. Requests for approval of travel plans along with the selection e-mail from organizers along with the abstracts should be sent to Director with the title "Application for Approval of Travel" and the same shall be copied to research@symlaw.edu.in and to Accounts Manager of SLS, NOIDA.
- f. Expense Report: After the approval, due arrangements shall be made by concerned faculty member for their travel. Within one week after the participation and paper presentation, the faculty members need to submit the soft copy of all the proofs to accounts department, SLS NOIDA. The certificate and report as given in point III- "Report"/ Annexure- A is to be submitted to research@symlaw.edu.in

III Report to be submitted by Faculty members after attending Academic Conference/Workshop/FDPS

All the faculty members after their conference/workshops/FDPs have to submit a research report as provided in Annexure - A. The copy of the same shall be kept with IQAC files for each years' data

Annexure - A

Report to be submitted by Faculty after attending
ACADEMIC CONFERENCE/WORKSHOP/FDPS

Title of the academic event:

Schedule (Day, date & venue):

Organizing body

1. Preamble of Conference:

- a. Describe the background scenario / landscape against which this academic event has been organized**

- b. Briefly summarize the concept of the proposed academic event**

- c. **What according to the organizers are the outcomes expected out of the deliberations during the academic event? Faculty may outline terms of reference (which may be mentioned by the organizers).**
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- d. **What do you hope to get out of the conference sessions & your interactions with other delegates? (Pls. correlate with your current job profile, your growth within the organization & what benefit will this accrue to the institute / students?)**
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2. **Summary of Events:** Briefly summarize each session attended during the conference. Comment on the speaker / the topic. Outline the key learning
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Schedule (Day, date & venue):

3. **Evaluation: Did the academic event achieve the outcomes as outlined in 1c above ?if yes How? If no: What were the questions left unanswered? Comment on how the conference was run overall in terms of contents, speakers ,logistics, including food, accommodation, and social events.**
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4. **Reflections: What in your opinion can be learning for us at SLS Pune / SIU?**
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5. What is the way forward (road map forward)?

6. Networking details

Signature

Name & Designation of the Faculty

Annexure - B

Independent Ethics Committee (IEC)

All research with human subjects are guided by the principles enshrined in the 'Declaration of Helsinki'. This is also the basis of 'Good Clinical Practices (GCP)' adopted by the International Council on Harmonization of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH). The Indian Council of Medical Research has also issued ethical guidelines for research on human subjects in 2000, and subsequently, in 2006. They also form part of the GCP guidelines issued by the Central Drug Standards Control Organization of the Ministry of Health, Government of India.

At SIU, these principles are put into practice through the formation and operation of an Independent Ethics Committee (IEC). This committee focuses on rights, safety and well-being of the research participants if research involves human subjects or if there is a possibility of involvement of ethical issues. IEC is expected to review and approve such research proposals.

[Form](#) to be filled by Principal Investigator for submission of research proposal to IEC is available at

Chairperson - Dr. Raman Gangakhedkar, Director In Charge - National Aids Research Institute, Pune

Member Secretary - Prof. Sonopant Joshi, Professor and HOD, Research and Statistics, Symbiosis College of Nursing, Pune

Email - iec@siu.edu.in

For More Details Contact:

Secretariat

Independent Ethics Committee of Symbiosis International (Deemed University)

Symbiosis Institute of Health Sciences

SenapatiBapat Road, Pune- 411004

Annexure - C



UGC- UGC
(Promotion of Aca