

Guidelines for the learners who apply for Research Paper presentation reimbursement and excused attendance

1. R&P will fund only for the students doing paper presentation and not mere participation

2. The website of Research and Publication Cell , Symbiosis Law School, NOIDA

<https://www.symbiolaw.edu.in/academics/research-and-publication/application-form> provides two

application Forms:

a.) Application Form before the paper presentation &

b.) Application Form after the paper submission for the reimbursement.

3. Learners, need to submit the first form to Ms. Meera Mathew, Head-Administration (Research & Publication Cell) and while submitting the first form- the Application form before the paper presentation, have to fill the form along with the proofs and they are:

i. Acceptance e-mail from the organizers (both of the abstract and the full paper)

ii. Seminar/Conference Brochure

iii. Programme schedule

iv. Print out of the abstract and the full paper

v. Turnitin report of the full paper

vi. E-mail acceptance on Accommodation.

4. This application needs to be submitted with the required documents minimum 5 days before the travel date of presentation. The form is to be signed by Head-Administration (Research & Publication Cell), Accountant and the Director. The dates of the event should not be clashed with the dates of tutorial or viva or internal/external exam dates. This form is to be submitted to Head- Administration (Research & Publication Cell).

5. Learners will have to submit the second form- the Application form after the paper presentation for the reimbursement within 48 hours after the programme. While doing so, they have to fill the form along with the proofs and they are:

i. Certificate of Participation

ii. Original receipt/s of registration amount

iii. Travel/ Accommodation tickets/receipts

6. SLS will only fund for not more than 4 students (including co-authors) for the same event paper presentation and the permission and the same is granted on a first-come first-served basis. If there are co-authors, then a cumulative amount is granted for both the authors that would fall within the maximum reimbursement cap as fixed by the accounts Department.

7. The registration amount granted is limited only to the registration fees as provided in the brochure that is exclusive of accommodation or paper publication or associated expenses.

8. The accommodation if not provided by the host University/College, the proofs of lodging have to be submitted and if there is a co-author; separate bills are to be produced.

9. Excused attendance will be granted when the scan copy of the above are attached specifying the name of event. The attendance will be granted only for those day/s of the events if it is within the territorial limits of Delhi/NOIDA/Greater NOIDA.

10. For the out station presentations, applicants will be given excused attendance for one day before the event, the event day/s and one day after the event.

11. Any mal practice or non-adherence of these guidelines would amount to ineligibility to excused attendance, and will stand disqualified from reimbursement.

If any ambiguity further persists, feel free to contact Account Department or Research and Publication Cell.

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

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