**Faculty Incentives for Research Promotion**

1. **Intramural and Extramural Funding**

KGMU promotes a strong research culture through robust intramural and extramural funding mechanisms:

- Intramural Seed Grants:
  - Faculty: up to ₹5,00,000
  - Postgraduate students: up to ₹1,50,000
  - Undergraduate students (through mentors): up to ₹50,000
- Extramural Grants are regularly secured from prestigious national and international agencies such as:
  - ICMR (Indian Council of Medical Research)
  - DST (Department of Science & Technology)
  - DBT (Department of Biotechnology)
  - DHR (Department of Health Research)
  - International collaborators and organizations

2. **Learning Resource Allowance (LRA)**

To facilitate academic growth and access to scholarly resources:

- All regular faculty are entitled to an annual Learning Resource Allowance (LRA) of ₹1,50,000.
- This allowance can be used for:
  - Professional society memberships
  - Subscription to journals
  - Research and teaching tools
  - Article processing charges for open-access publications

3. **Recognition in Research Showcase and Conference (National/International) Support**

KGMU fosters a research-conducive environment by:

- Offering **cash prizes** for excellence in research to recognize impactful contributions.
- Sponsoring participation in national and international conferences, encouraging faculty and students to showcase their work and explore collaborative opportunities globally.

**URL:**

1. **Learning Resource Allowance**

https://kgmuonline.co.in/WebDoc/PDF/Extra/Circular%20FY%202022-23.pdf

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Registrar
King George Medical University
Lucknow

# King George's Medical University
## Uttar Pradesh, Lucknow – 226003, India

Prof. Amita Jain,
Dean Academics

# Dean- Academics/KGMU/2024/ 258
Dated:- 5/12/24

**ORDER**

As per the resolution passed in the Academic Council meeting held on 24-08-2024 vide agenda no. 2.12.8 and following the approval from Executive Council meeting held on 06-11-2024, under Agenda No. 05 (aa), Standard Operating Procedure (SOP) for applying for Financial Assistance to attend scientific conferences and assignments in India and Abroad is hereby approved and will be implemented with immediate effect.

All the faculty members of the University are hereby directed to apply for Financial Assistance to attend scientific conferences and assignments in India and Abroad as enclosed Standard Operating Procedure (SOP).

**(Prof. Amita Jain)**
Dean-Academics

**Distribution:-**

- Order Book.

No. 3295 of dated 05/12/24

**Copy forwarded to the following for the information and necessary action:-**

1. Registrar, KGMU UP, Lucknow.
2. Finance Officer, KGMU UP, Lucknow.
3. All Heads of the Department KGMU UP, Lucknow.
4. Controller of Examination, KGMU UP, Lucknow.
5. Chief Proctor, KGMU UP, Lucknow.
6. All Faculty members, , KGMU UP, Lucknow.
7. P.S to Hon'ble Vice Chancellor, KGMU UP, Lucknow.

5.12.24.

**(Prof. Amita Jain)**
Dean-Academics

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**Standard Operating Procedure (SOP) for Applying for Financial Assistance to Attend Scientific Conferences and Assignments in India and Abroad.**

---

**1. Purpose:-**

This SOP outlines the procedure for faculty members to apply for financial assistance to attend scientific conferences, symposia, workshops, teaching courses, master classes, CMEs, or short-term training programs (not exceeding 14 days per event) within India and abroad.

**2. Previous Rules and Regulations:-**

Previous guidelines established by the Finance Officer (Order No. Finance/Account/16 dated 26-08-2016) remain in effect and are incorporated within this SOP.

**3. Leave Application**

- **Manav Sampada Portal**: Faculty must submit a leave application through Manv Sampada Portal for approval of leave.
- **Biometric System (AEBAS)**: Faculty must also record leave in the Aadhar Enabled Biometric Attendance System.

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**Guidelines for Faculty Participation in Scientific meetings/conferences/updates/symposia/seminars/workshops/teaching course/master class/CME's/short term trainings or courses or programs (14 Days or Less) etc.:-**

## A. Events in India and SAARC Countries:-

I. **Eligibility Requirements**:
   - Minimum **6 months of continuous service** as a faculty member, before commencement of the event.

II. **Required Documents**:
   a) If faculty members are participating as a Guest Speaker, then submit Invitation Letter.

   Or

   Presenting a Poster/Paper then submit paper/poster acceptance letter.

   Or

   If attending as trainee in workshop/CME then submit Invitation letter.

   Or

   Chairing/Co-Chairing Session/Judge/Panelist etc.:- Please submit the letter from organizer.
   b) Conference brochure or event details.
   c) A completed **Declaration Form (copy enclosed)**

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III. **Application Submission:-**

- Submit applications at least **4 weeks** before National and SAARC Country events in the office of the Dean-Academics, KGMU, UP, Lucknow alongwith required documents (as mentioned above paragraph-II).

IV. **Review and Approval Process:-** The Office of the Dean-Academics evaluates the event's relevance and applicant's eligibility. Approved applications are forwarded to the Registrar's Office for final processing.

V. **Approval Authority**: The Vice-Chancellor (VC) may grant permission to attend with or without Traveling Allowance (TA), Daily Allowance (DA), and registration fee.

VI. For participation in such events without financial support from the University, a clear statement about the source of funding to meet the expenditure for such visits along with documentary evidence should be submitted. In case of self-funding, the faculty member should give a clear statement to this effect in the application. Acceptance of funding from any private companies or organization to meet the expenditure for such visits shall not be allowed.

VII. In case of training programs or courses, the invitation letter should be addressed to the V.C. KGMU and the application for training/course should have been routed through proper channels.

## B. Events in Countries Other than SAARC:-

I. **Eligibility Requirements**:
- Completion of probation and one year of service remaining.

II. **Financial Entitlements**:
- **Assistant/Associate Professors**: Eligible for support once, in two financial years.
- **Additional Professors/Professors**: Eligible once every financial year.

III. **Required Documents**:

a. If faculty members are participating as a Guest Speaker, then submit Invitation Letter.

Or

Presenting a Poster/Paper then submit paper/poster acceptance letter.

Or

If attending as trainee in workshop/CME etc. then submit Invitation letter.

Or

Chairing/Co-Chairing Session/Judge/Panelist etc. :- Please submit the letter from organizer.

b. Conference brochure or event details.

c. A completed **Declaration Form (copy enclosed)**

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IV. **Application Submission:-**

- Submit applications at least **8 weeks** before the event in the office of the Dean-Academics, KGMU, UP, Lucknow along with required documents (as mentioned above).

V. **Review and Approval Process:-** The Office of the Dean-Academics evaluates the event's relevance and applicant's eligibility. Approved applications are forwarded to the Registrar's Office for final processing.

VI. **Approval Authority**: The Vice-Chancellor may grant permission to attend with or without any financial commitment by the University. Registration fee, airfare, visa fee, D.A. (as per fixed rate) will be given as per registrar letter no. 16818/Mecell, dated 30/12/2009. Medical insurance premium (subject to a ceiling of Rs. 3000 per visit) may be provided.

VII. For participation in such events without financial support from the University, the faculty member should have been invited by the conference organizer. He/she should furnish a clear statement about the source of funding to meet the expenditure for such visits and submit documentary evidence to this effect. Funding from any private companies for such visits will not be allowed.

VIII. In case of training programs or courses, the invitation letter should be addressed to the V.C., KGMU and the application to attend such training/course should be routed through proper channels.

**4. Post-Event Requirements**

- **Report Submission**:
- He/She will be required to submit participation certificate and a summary on the event within a period of 15 days on return along with reimbursement form to the Office of the Registrar, KGMU UP, Lucknow.

**5. Additional Rules and Regulations:-**

- **Conference/Travel Support from LRA**: Conference/travel support from LRA should directly be sent to Registrar Office and not through Dean's Office. However it was made clear that LRA for receiving awards is not allowed in present rules/ SOP's.

5.12.24

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# King George's Medical University, Lucknow

## Declaration Form

## For Attending Conference/Seminar/Workshop/Meeting

| | | |
|---|---|---|
| 1. | NAME(BLOCK LETTERS) | |
| 2. | Designation & Department | |
| 3. | Name & Venue of the Conference and Its duration with date<br><br>(Please attach announcement of conference brochure) | |
| 4. | Are you a Member/ Office Bearer of the Association (Organizing the conference) If so, indicate Membership No. and post held | |
| 5. | Has paper/poster been accepted (please enclose: acceptance letter) (Invitation in case of CME/workshop only) | |
| 6. | In what capacity you intend to attend the above conference/ Workshop/ Meeting etc. to read a paper/ chair a session/ to deliver oration or Lecture/ Trainee (enclosed copy of the letter of the invitation). | |

7. Financial support from the University/leaves obtained during the current financial year for Conference etc.:-

| Sr. No. | Name of the conference | Duration with Date | National/ International Conference | Presented a Paper | Chaired a session | Invited Speaker | Worksho p/CME Invitee | None | TA/DA Claimed | Registrati on Fee claimed |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

8. Financial support from the University asked for the present Conference.

| TA (Amount) | DA (Amount) | Registration Fee | Duty Leave (days) |
|---|---|---|---|
| | | | |

**Signature of the applicant with date**



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| | | |
|---|---|---|
| 9. | **Provide a statement to ensure non-predatory nature of conference.** | |
| 10. | **Justification for attending the conference.** | |
| 11. | **Recommendation & Specific remarks of the HOD on the relevance of attending the Conference.** | |

**Declaration by the applicant**

**I solemnly declare that all the details/information furnished by me in this proforma is true and correct. In the event of any information furnished or statement made in this declaration subsequently turning out to be false/incorrect (such as attendance in a predatory conference, etc.), I understand and accept that it shall be considered as gross misconduct thereby rendering me liable to disciplinary proceedings, as per rules.**

**Signature of the applicant with date**

**Signature of Head of Department with seal**



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# King George's Medical University, U.P., Lucknow
## Office of the Finance & Account Section

Phone- 0522-2257545, Fax- 0522-2257545 Website- www.kgmcindia.edu

Letter No.- ...../Finance & Account/2016 Date :-...../...../2016

Annexure-2

## Office Order

Subject: Guidelines for grant of permission to the faculty members of the university to attend various scientific conferences and other assignments in India and abroad.

In supersession of all previous order on the subject cited above, the following guidelines for grant of permission to attend various scientific conferences and other assignments in India and abroad, as under, as approved by the Executive council. of the K.G.M.U are hereby circulated for information and guidance:

**Guideline 1:** Participation in scientific meetings/conferences/ updates/ symposia/seminars/workshops/teaching courses/master class/CMEs/short-term trainings or courses or programs (not more than 14 days for each event) In India & abroad.

**A. In India and SAARC countries:**

The V.C. may, at his discretion, permit a member of faculty to participate in scientific meetings/conferences/congress/updates/symposia/ seminars/ workshop/ teaching courses/ master class/CMEs/short-term trainings or courses or programs (not more than 14 days for each event) within India or in SAARC countries, with or without travelling allowance (TA), daily allowance (DA) and registration fee, provided that:

1- Each faculty members is permitted payment of TA, DA and registration fee from the University for only 4 such events in each financial year. For visits to SAARC countries, visa fee will also be paid. However, faculty can split payment of TA, DA and registration fee to attend more than 4 such activities if permissible.
2- He /she should have completed six months of continuous service as a faculty member, before commencement of the event.
3- He /She should have scientific paper accepted for presentation, or an invitation for delivering a lecture/ talk, for conducting a live workshop, and/or for chairing/co- chairing a session/meet-the professor/session/ judging a paper/poster session/ panelist, or an invitation from the

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organizers to participate as a delegate/ or as a participant (in a workshop/teaching course/ master class/ CME/ or a meeting of an academic working group)

4- For participation in such events without financial support from the University, a clear statement about the source of funding to meet the expenditure for such visits along with documentary evidence should be submitted. In case of self-faculty member should give a clear statement to this effect in the application. funding agency or non-profit organization. Acceptance of funding from any private companies or organization to meet the expenditure for such visits shall not be allowed.

5- He/she will be required to submit participation certificate and a report on the event within a period of 15 days on return.

6- In case of training program or courses, either the invitation letter should be addressed to the V.C. KGMU or the application for training/course should have been routed through proper channel.

**B - Abroad, other than SAARC countries:**

The V.C. may, at his discretion permit a member of faculty to participate in scientific meetings/ conferences/congress/ updates/ seminars/ workshop /teaching courses/master class/CMEs/short-term trainings or courses or programs (not exceeding 14 days for each event) on duty terms a-broad (other than SAARC countries) **with or without any financial commitment by the University. However, registration fee, air-fare, visa fee, D.A. rate will be given as per registrar letter no.- 16818/Mecell. Dated 30/12/2009 regarding Executive council decision** as per rules, and actual medical insurance premium (subject to a ceiling of Rs. 3000 per visit) will be provided to present scientific papers, or to chair/co-chair a scientific session/panelist/convening a panel discussion /meet the professor session/judging a paper or poster session or to deliver a lecture as an invited speaker, as faculty/ participant in workshop/ teaching courses/ master class/ CMEs/ short- term training courses or programs/meeting of academic working groups and for availing training in a specified course or program

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offered by universities. Applications from faculty members for such purpose will be considered provided that:

1- In case of financial support from the University, he/she should have completed probation period as a faculty member and should have at least one year's service left before commencement of the event.

2- Entitlement for financial support shall be: Assistant professor or Associate professor – once in two financial years and Additional professor or Professor – once in every financial year.

3- Where a scientific paper is to be presented, it must be the outcome of research conducted at the University or a collaborative research work, and should have been accepted for presentation. For chairing/co-charging a scientific session or to deliver a lecture as an invited speaker or faculty for workshop, he/she should have been invited for the same.

4- He/she will be required to submit participation certificate and a report within a period of 15 days of return.

5- For participation in such events without financial support from the University, the faculty member should have been invited by the conference organizer. He/she should furnish a clear statement about the source of founding to meet the expenditure for such visits and to submit documentary evidence to this effect. Funding from any private companies for such visit will not be allowed.

6-In case of training program/courses, the invitation letter should be addressed to the V.C., KGMU or the application to attend such training/course should be routed through proper channel.

Guideline No.2: Participation in meetings of decision-making bodies, suc as Executive Boards organizing committees, scientific

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program committees, Review committees, meetings of journal editorial board, etc.

The V.C. may, at his discretion, permit a member of the faculty to participle in meetings of decision making bodies, such as Executive Boards, Organizing Committees Scientific Program Committees, Review Committees, Meetings Of Journal Editorial Board and/or administrative activity/policy-making activity within India or abroad (excluding fellowships & foreign assignments), subject to the condition that no financial commitment would devolve on part of the University.

**Guideline No.3:** Attendance at meetings on expert advisory panels, steering committees and task forces, etc. of world health organization (WHO) and other UN agencies.

The V.C. may, at his discretion permit a member of faculty to attend meetings such as Advisory Panels, steering committees Task Force etc. of the Who and other UN agencies. Attendance in such meetings will not be considered for the purpose of grant of permission for participation under guideline no. 1. The period of absence for attending such assignment will be considered as 'on duty' provided the facility members gets only TA/DA for such assignments. Where honorarium/remuneration is paid to a member of the faculty, the period of absence will be treated leave of the kind due and provisions of SR-12 will apply, unless extra – ordinary leave without pay is availed of.

**Guideline No.4:** Foreign visits for availing of assignments (Job) OR training for more than two weeks or Fellowships or Scholarships.

1- Faculty members should route their applications for more than two Weeks or Fellowships or Scholarships though the V.C.. The V.C. may, at his discretion, withhold any such application in public interest. In case of online

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submission of an application for such purpose, the faculty members should intimate the fact to the V.C., immediately after online submission of the application.

2- Only regular/permanent faculty members are eligible.

3- Probation period or at least 2 years' continuous service should have been completed by the faculty member before availing of an assignment (Job), training for more than two weeks fellowships or scholarships.

4- Entitlement should accrue at the rate of one year for every completed five years of service and be for a total period not exceeding 5 years during entire period service as faculty members, but not more than two years at a stretch.

5- Foreign assignment (Job) training for more than two weeks fellowships, scholarships for a maximum period of up to six months will be termed as short-term foreign visits' and those beyond six months as long-term foreign visits.

6- At least 50% of faculty should be available on duty in the concerned department.

7- No substitute will be asked for by the head of department, who will also ensure smooth functioning of the department.

8- Request from the faculty member for either resignation or voluntary retirement will be entertained while on aforesaid assignments.

9- Period of absence from the University for availing any foreign assignment (Job) will be treated as extra- ordinary leave without pay, and the provision of SR-12 will not apply on them

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## Office of the Finance & Account Section

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Letter No.- ...../Finance & Account/2016 Date :-...../...../2016

All faculty members of the University are requested to adhere to the aforesaid guidelines and general conditions while submitting their applications for the above purpose.

This order is being issued following approval by the **Executive council.**

Finance & Account. /16 dt. 26-8-2016

Finance Officer
King George's Medical University,
Uttar Pradesh, Lucknow.

Copy to:-

1. P.S to V.C.
2. Dean, Medical/Dental, K.G. Medical University, Uttar Pradesh, Lucknow.
3. Registrar, K.G. Medical University, Uttar Pradesh, Lucknow, for information and request to necessary action.
4. All Heads of the Departments, K.G. Medical University, Uttar Pradesh, Lucknow.
5. Chief Medical Superintendent, K.G. Medical University, Uttar Pradesh, Lucknow.
6. Medical Superintendent, K.G. Medical University, Uttar Pradesh, Lucknow.
7. Senior Finance & Account Officer, K.G. Medical University, U.P., Lucknow.
8. Guard File.

Finance Officer
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Uttar Pradesh, Lucknow.

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