

Annexure-4: Procedure for the processing of the applications submitted by the faculty under National and International activities in India 1-a) and 1-b)

- i. Attending training/short term courses/Workshop in an academic year (*preferably one per semester*) during vacation/ break/holidays is allowed as long as the period does not exceed the duration of vacation. However, for the presentation of research proposal to a funding agency there will be no restriction of vacation/break/holidays.
- ii. For the activities covered under Section-A-(1), faculty need to submit **Form A** furnishing details of the event to the Department. After having a thorough examination, HOD or the concerned Coordinator of the department will forward the application to Assistant Registrar (Finance)/DDO/Account officer of NIT Manipur for further processing and confirmation of fund availability under CPDA. Accounts clearance should be given preferably within two days and the application to be forwarded to the office of Dean(FW) for the scrutiny by the institute CPDA committee.
- iii. An application for an activity in India is expected to reach in the office of Dean(FW) within a week from the day it is submitted in the department. The Dean (FW) will put up to the CPDA committee for the final approval and consent of the Director.