



Date: 19.12.2025

## **CIRCULAR**

All faculty members are hereby informed that prior approval from the Director is mandatory before planning to attend any conference for which reimbursement through the R&D Cell is intended.

After receiving the conference paper acceptance letter, the faculty member shall apply for approval through proper channel. The application, along with the acceptance letter, must be forwarded by the concerned Head of the Department to the R&D Cell, followed by approval from the Director.


Conference registration shall be done only after obtaining approval from the Director. Faculty members shall attend the conference and subsequently apply for reimbursement through the R&D Cell.

Any conference registration or attendance without prior approval will not be considered for reimbursement.

**Note:** No reimbursement claims shall be entertained for conferences attended in online mode. Faculty members who participate in online conferences may apply for R&D incentive after publication and indexing, as per existing norms.

All Heads of the Departments are strictly instructed to ensure compliance with this procedure before forwarding any request.

This notice comes into force with immediate effect.

  
DIRECTOR

DIRECTOR  
ADITYA INSTITUTE OF TECH & MGMT  
TEKKALI- 532 201

Copy to: Director/ Director R & D / Deans & Associate Deans for information.

Copy to: All the HODs for Information and circulation Staff members.

