

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

"A State University established by the Govt. of NCT of Delhi"

Sec. 16-C, Dwarka, New Delhi

F.No 1(1)(26)/2022/Estt./P-I 7732

Dated : 19/11/2024

CIRCULAR

Subject: Submission of Proposals for Attending Conferences, Seminars and Orientation Programs

In reference to University Circular No. 1(1)(25)/2022/Estt./P-I/9341 dated 08.03.2024, it has been observed by the Competent Authority that faculty members often submit their proposals for attending conferences, seminars and orientation programs at the last minute, close to the scheduled dates of these events.

To streamline and improve the approval process, all faculty members of University School of Studies (USS) are hereby advised to adhere to the following guidelines:

1. **Prior Submission Requirement:** Faculty members must submit their complete proposal, along with all requisite information and supporting documents, **at least 30 days prior to the scheduled date** of the Conference, Seminar, Refresher Courses, Orientation program & Faculty Development Programme (FDP), etc.,
2. **Non-Compliance Consequence:** Proposals submitted later than 30 days before the event date **will not be considered** for approval under any circumstances.

Further, all Faculty members are also advised to plan their participation well in advance to facilitate smooth processing and approval. Adherence to this requirement is mandatory for all faculty.

This circular is issued with the approval of the Competent Authority.



(R. C. Kesarwani)

Deputy Registrar (Estt.-T)

Dated : 19/11/2024

F.No 1(1)(26)/2022/Estt./P-I

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

1. All Deans/ Directors, GGSIP University – *"with a request to circulate this circular to all faculty members"*
2. Controller of Finance, GGSIP University.
3. OSD to the VC, GGSIP University.
4. AR, VC Secretariat GGSIP University.
5. AR, Office of the Registrar, GGSIP University.
6. Head, UITS Cell – for uploading the same on the University Website.
7. Guard File.



(Hirdesh Gorh)

Assistant Registrar (Estt.-T)