



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra – 182320 (J&K)
(A State University Recognized u/s 2(f) & 12(B) of UGC Act, 1956)

No. SMVDU/R&D/25/1695-1700

Dated: 16 .07.2025

Circular

Subject: Mandatory Prior Approval for Participation in Conferences/Seminars/Workshops etc. – regarding.

It has been observed that various PIs/Co-PIs, Project Staff and Ph.D. Students submit application for seeking approval from the Competent Authority after attending the Conferences/Seminars/Workshops etc. This has been viewed very seriously by the Competent Authority.

All PIs/Co-PIs, Project Staff and Ph.D. Students are hereby informed that no post-facto permission shall be granted for attending conferences, seminars, workshops, training programs or any other academic event especially where University/funding agency funds are to be utilized for registration, travel, accommodation, or any related expenses.

All faculty members, project staff and Ph.D. Students are therefore strictly advised to obtain prior permission from the Competent Authority and such requests must be submitted through the respective Supervisors, Heads and Deans at least 10 days before the scheduled event.

Further, all cases of grant of financial assistance / reimbursement shall be subject to the availability of funds embarked by the University Authorities / funding agency for this purpose.

This issues with the approval of the Competent Authority.

Dean (R&D)

Copy to:

1. Registrar, SMVDU for information.
2. Deans, for information.
3. Finance Officer, for information.
4. Heads of the Schools, for information and circulate among all faculty members, project staff and Ph.D. Students for strict compliance.
5. Faculty I/c Website for uploading of the same on the University Website.
6. Assistant Registrar, Vice Chancellor's Secretariat for information of the Hon'ble Vice Chancellor.
7. Concerned file.