DELHI TECHNOLOGICAL UNIVERSITY

Established under Govt. of Delhi Act 6 of 2009

(Formerly Delhi College of Engineering)

BAWANA ROAD, SHAHBAD DAULATPUR, DELHI-42

F.DTU/Council/BOM-AC/Notification/31/2018 / 2446   Dated : 12/9/18

NOTIFICATION

In exercise of the powers conferred under sub-section (1) of section 23 of the Delhi Technological University Act, 2009 (Delhi Act 6 of 2009), the Board of Management of the Delhi Technological University in its 28th meeting held on 20th July, 2018 vide item number 28.11 approved as under:-

Regulations for the Presenting Paper in the International Conferences/ Symposia by the Faculty of Delhi Technological University

The papers qualifying the criteria of the conferences/symposia must be completed and returned along with similarity index on a specified format as in force and placed on website by Industrial Research and Development (IRD) section. The submissions made in the conferences or considered for publication in the conference proceedings shall be eligible for applying for approval as per the Standard Operating Procedure (respective of the listing in the publication societies/ houses/ presses specified by the Departmental/ Dean's committees). The paper shall not be considered if all the authors don't conform to the publishing ethics. All the authors must have made contribution as per the guidelines and must have submitted specified undertaking, for the approval. There is no requirement of recommendation of the Dean's Committee, if the applicant does not apply for the funding from the university grants. The paper should meet the following criteria:

i.   Cumulative similarity index from self similar work and from external sources should not exceed 20%. (from the university approved software for example turnitin)

ii.   Conflict of interest/ethical policy/undertaking by the author, as per the annexure-I

iii.   For National or International Conference, which is being held in India only, concern Head of Department will certify the similarity index, which shall be less than or equal to 20%.

iv.   If, no funding is required, the Head of Department will forward the case to Establishment Branch and Dean's committee recommendation is not required.

1. Definitions:

i.   **The University** shall mean Delhi Technological University, Delhi.

ii. **Paper:** Any full paper submitted to the conference, appearing in proceedings "......". The paper must be electronically available online with Digital Object Identifier (DOI).

iii. **Faculty Member of the University:** An individual who is a regular faculty member of the University.

iv. **University Student:** An individual who is registered for any degree in the Delhi Technological University.

v.   **Researcher:** An individual who is either a faculty member of the university or a student involved in the research.

vi. **Author:** An individual who conforms to all of the following criteria:

a) Made a significant intellectual contribution to the theoretical development, system or experimental design, prototype development, and/or the analysis and interpretation of data associated with the work contained in the article;

b) Contributed to drafting the article or reviewing and/or revising it for intellectual content;

c) Approved the final version of the article as accepted for publication, including references.

d) Contributors who do not meet all of the above criteria (a to c) may be present in the acknowledgment section of the article.

e) Omitting an author who contributed to the article or including a person who did not fulfill all of the above requirements is considered a breach of publishing ethics.

f) **First Author:** An individual who is either a faculty member of the university or a university student and his name appears first in the list of authors on the title page of the paper.

g) **Corresponding Author:** An individual who is either a faculty member of the university or a university student and his/her name appears first in the list of corresponding authors on the title page of the paper. As a proof of corresponding author, the author must provide the screen shot of the tool box of the electronic paper submission system (say,) and an acceptance letter where the name of the author appears on the page and the title of the paper claimed is listed. If there are more than one corresponding authors then the author whose name appears first on the paper submission system, shall be treated as the corresponding author for the purpose of the approval.

2. Standard Operating Procedure

a) After acceptance of the full paper, the faculty shall present paper in the department. Head of Department shall prepare a report on the inputs received from the presentation on the quality and content of the conference, presentation, and paper. It shall be forwarded to the Dean (IRD) in a standard format.

b) Deputy Registrar (IRD) shall coordinate meeting of the Dean's committee.
c) Recommendation shall be forwarded to the Hon'ble Vice Chancellor through the registrar.
d) Registrar shall inform the faculty about the approval of the Competent Authority.

3. Undertaking

Author Declaration Form (DTU/IRD/576/2018)

I hereby declare that I conform to the publishing ethics and authorship criteria as:

I have

a. Made a significant intellectual contribution to the theoretical development, system or experimental design, prototype development, and/or the analysis and interpretation of data associated with the work contained in the article;
b. Contributed to drafting the article or reviewing and/or revising it for intellectual content;
c. Approved the final version of the article as accepted for publication, including references.
d. Contributors who do not meet all of the above criteria (a to c) are present in the acknowledgment section of the article.

Signature

Name of the Faculty

Designation

Department

Application for seeking permission to attend conferences/symposia
(DTU/0576/IRD/2018)

a.	Name of the Conference/symposia :	
b.	Date of the Conference :	
c.	City & Country of Conference:	
d.	Title of the paper :	
e.	Presentation Yes/No :	
f.	Publication Yes/No :	
g.	Financial assistance required Yes/No :	
h.	Source of financial assistance :	
i.	Amount of financial assistance :	
j.	Similarity index (%) : (Full paper attached)	

If there is funding requirement (as per point no. i to iv)

1. Registration fee (actual).
2. Period of conference+ travel days + permitted period as request and approved by the CA.
3. Travel expenses (As per Govt. norms)
4. Local traveling expenses (As per Govt. norms)

(Signature of the applicant)

4. Regulations for Approval of the Proposal of Presentation of Papers in the International Conferences/ Symposia

Case 1: If all the authors are amongst faculty member of the university, then first author/ corresponding authors will be eligible to present the papers along with funding once in a year subject to the availability of funds in their respective professional development fund or through their research grants. If all the authors are amongst faculty member of the university, then any authors may be permitted to present the papers without funding subject to the availability of leaves.

Case 2: If the authors are amongst the faculty member of the university and the university students, then faculty member of the university and the student (whose name appears first in the paper) will /shall be eligible for funding once in a year subject to the availability of funds in their respective professional development fund or through their research grants.

The guidelines shall be implemented for the period of 1st January to 31st December of the respective calendar year.
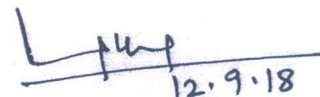
12.9.18
(Kamal Pathak)
Registrar(In-charge)
Delhi Technological University

F.DTU/Council/BOM-AC/Notification/31/2018/2446   Dated 12|9|18

Copy to:
1. PA to V.C. for kind information of the Vice Chancellor
2. PA to Pro V.C. (I) for kind information of Pro V.C.(I)
3. PA to Pro V.C. (II) for kind information of Pro V.C.(II)
4. Registrar
5. COF/COE
6. All Deans & HODs
7. Dy. Registrar (Academic-PG)/Dy. Registrar (Estt.)
8. Associate Dean (Academic-UG.)
9. Head, Computer Centre (with a request to upload the same)
10. Guard file

12.9.18
(Kamal Pathak)
Registrar(In-charge)
Delhi Technological University