Applying for Financial Support through ERP
for Conferences, Workshops , Seminar and FDPs

Guidelines for Applicants

Instructions

- Please keep soft copies of certificates of participation of any one conference /workshop / seminar and certificate of completion of a Faculty Development programme ready

- Programmes organized by institutions/organizations other than by MAHER shall only be considered

- It is mandatory that the certificates of both the above mentioned programmes are to be uploaded to be eligible for availing financial support

- FDPs organized by SWAYAM/NPTEL/Malaviya Mission Teacher Training Programme or those which are of at least 5 days duration shall be preferred

- For conferences/workshops/seminars, supporting documents like brochure, ID card of the event, certificate of paper presentation can also be uploaded (not mandatory)

Login into MAHER ERP Portal:
https://maher.mastersofterp.in/

Click the tab, "Master" by navigating using this path in ERP:
Administration > File Movement > Master

1. The fields under the tabs, "File No", "Owner Name" & "Department" are auto populated.
2. Under the tab, "File Name", type Financial Support for Conferences / Workshops / Seminars

3. Under the tab, "File Description", type in the complete name of the conference/workshop/seminar

When typing the name of the event attended, please specify the complete name of the event, name of organization, venue, starting and ending date (as mentioned below in the examples)

- ◈ NAPCON 2025 27th Joint National Conference on Pulmonary Diseases under the aegis of Indian Chest Society (ICS) and National College of Chest Physicians (India) at Patna from Dec 11 to 14, 2025

- ◈ NURSICON 2025 12th Annual International Nursing Conference organized by Department of Nursing, Rajiv Gandhi Cancer Institute and Research Centre (RGCIRC), New Delhi from Nov 21 to 25, 2025

- ◈ Two-Day Online National Level Workshop on Future-Ready Faculty: OBE, Digital Pedagogy & AI organized by St. James College of Nursing, Chalakudy in collaboration with Kerala State Higher Education Council from 13 to 14 March 2025

4. Under the tab, "Document Type", select the option "File"
5. Under the tab, "Keywords", type in Conference or Workshop or Seminar depending on the type of program attended

6. Under the tab, "File Creator's Role", select the option "Requester"
7. Under the tab, "Send To User" (found under the tab, "Receiver Details",) type Name of your HoD /Dean / Principal / Immediate Superior Authority and select the respective name in the options shown
8. Under the tab "Send To User Role", select the option "Forwarder" to forward to the respective immediate superior authority

9. Under the tab, "Note", type the complete name of FPD attended as shown below:

a) NEP 2020 Orientation & Sensitization Programme under Malaviya Mission Teacher Training Programme organized by Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram from 02.12.25 to 17.12.2025 (SAMPLE)
b) Online NPTEL-AICTE Faculty Development Programme on Python for Data Science (4 weeks duration) (SAMPLE)

10. Under the tab, "Upload New Documents", click "Choose File" to upload certificate of the programme attended
11. Click the tab "Add Documents" to upload documents one after another

12. After uploading, ensure that all the uploaded documents are shown as a list under "Attachments"

13. Then, click "Submit" to submit the documents to the immediate superior authority