



**CITY**  
ENGINEERING COLLEGE

**Metric Number: 6.3.2** Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Policy document on providing financial support for teachers for the ACY 2019-20



# ಜಯನಗರ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ (ರಿ) Jayanagar Education Society (R)

ಸಂಖ್ಯೆ 27/2, 33ನೇ ಕ್ರಾಸ್, 2ನೇ ಮುಖ್ಯ ರಸ್ತೆ, 7ನೇ ಬ್ಲಾಕ್, ಜಯನಗರ, ಬೆಂಗಳೂರು - 560 070. 080-2664 9277  
No. 27/2, 33<sup>rd</sup> Cross, 2<sup>nd</sup> Main Road, 7<sup>th</sup> Block, Jayanagar, Bangalore - 560 070. 080-2664 9277

## 1. Title of the Policy

Policy to extend financial support for faculty members to present research papers in Conferences/Seminars.

The policy will remain in force till further orders by the competent authority.

## 2. Beneficiaries

Faculty members of the City Engineering College.

## 3. Preamble

A higher education institution needs to engage in effective teaching, quality research and meaningful extension activities to earn credibility among its stakeholders and gain visibility in the public domain. While good teaching is important to gain widespread visibility locally, high-quality research output is crucial to attract the attention of international institutions. Research output also plays a key role in the institution's accreditation and ranking processes. It is needless to emphasize that a higher education institution with Undergraduate, Postgraduate and Doctoral degree programs benefits substantially from a strong support system for research activities.

The institutions have always encouraged faculty members to present their research papers at reputed conferences/seminars held in India/abroad. The true spirit behind this has been to facilitate faculty members to actively participate in conferences/seminars held at Institutes of Importance in India and abroad and to continue their productive engagement with researchers and faculty members in those institutions.

## 4. Procedure

The objective of this policy is to extend financial support to eligible faculty members of the institution who present quality research papers at conferences/seminars. The implementation procedure and the related terms and conditions are delineated below.

A faculty member who needs financial support for presenting his/her research paper in a conference/seminar shall apply to the principal through the proper channel - along with a copy of the research paper and the invitation from the organizers, (i) at least 30 days before the date of the conference in case it is held in India or (ii) at least 75 days before the date of the conference if it is held abroad. The principal shall submit the same with his/her remarks to the Director of the institution for necessary action.

The paper shall be reviewed by a 3-member expert committee constituted by the Director, the institution to ascertain the credibility of the conference and the support-worthiness of the paper. Some expert members may be external to the institution too. The faculty member may be required to present his/her paper before the committee. If the committee doesn't recommend the paper for financial support, the principal shall communicate the same to the faculty member. On the other hand, if the committee



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recommends, the Management/Director will depute the faculty member to the said conference/seminar subject to the following terms and conditions. However, if the paper has been accepted for conference organized by institutes of national importance such as IIT/IIIT/NITs in India, or institutions with Global QS ranking lesser than 300, the faculty member may be deputed without any need for forming an expert committee.

## 5. Terms and Conditions

- a) The financial support is considered for all those faculty members who have completed at least TWO years of regular and satisfactory service (not a probationer, part-time, or adjunct faculty) at the institution.
- b) Only research papers to be presented orally at the conference are considered for support. Preference shall be given to the papers indexed by Scopus/WOS/SCI. Financial support is not permitted for poster presentations.
- c) If there is more than one author for the submitted paper, only one author from the institution will be eligible for financial assistance, and that author shall be either the first or second or corresponding author of the paper.
- d) The author's affiliation in the paper published shall be the City Engineering College.
- e) A faculty member may avail the financial support to participate in:
  - i) A maximum of Two conferences/seminars held in India in a given Academic year (1<sup>st</sup> July to 30<sup>th</sup> June).
  - ii) One conference/seminar held abroad, if the assistance has not been availed in the immediate previous 3 years.
- f) The total institutional financial assistance requested by the faculty member shall be only to meet the shortfall after the financial support received from all other sources for the said purpose is accounted for. The faculty member shall disclose the information relating to the other sources of support (applied to/obtained).
- g) The support provided shall be such that the total assistance received from all sources, including this financial assistance, shall not exceed the expenditure.
- h) Those who are availing the financial support under this policy to present research papers in India and abroad should continue to serve the institution for a minimum of ONE and TWO years respectively from the date of the conference, failing which the amount availed from the Institution should be returned.
- i) Those who availed this financial support shall share the knowledge acquired in the conference with colleagues and students at the institution through presentations, lectures, workshops and discussion. A report on this shall be submitted to the Principal/Director.



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- j) The duration approved by the competent authorities for participating in seminars/conferences (duration of the conference/seminar plus two days of travel) shall be treated as OOD for salary calculations and other official purposes.
- k) Canvassing for any favour in this regard is strictly forbidden. The decision of the Management/Director of the institution on extending/not extending the financial support to the faculty member is final and binding.
- l) The financial support is provided on a reimbursement basis. The claim for financial support requires the faculty member to submit the following documents (in that order) in a file to the principal (through proper channel) who in turn shall forward to the Head, Accounts section for processing.
- Duly filled-in application for reimbursement.
  - A copy of the published paper.
  - Letter of acceptance of the paper by the organizing committee.
  - Invitation for presentation with date and program schedule.
  - Approval/deputation order from the Director/Management.
  - Documents relating to registration fee paid in original.
  - Travel documents in original (boarding pass/train ticket/etc).
  - Any other vouchers, self-certified and as permitted by the institution's norms.
  - Certificate of participation.
  - A copy of the paper as published in the proceedings of the conference.
  - Evidence for paper's indexation by Scopus/WOS/SCI.
  - A report on how the experience at the conference/seminar will be utilized for the benefit of the institution.
  - A claim with detailed calculations relating to the reimbursement.
  - Any other relevant document.

The documents and information provided by the faculty member shall be complete and truthful in all respects, else appropriate action as deemed fit by the competent authority shall be initiated.

The Head of Accounts section shall scrutinize the application, and confirm that the claim is in order and legitimate. The section shall arrive at the expenditure eligible for reimbursement based on the information in the Appendix below. The accounts section shall recommend the claim with the eligible amount for reimbursement to the Director for approval within 20 days after receiving the application from the principal's office. The Director, in turn, shall review the amount endorsed for reimbursement and get approval from the Management for necessary action.

**A budget provision of Rs. 25 lakh is made to implement this policy at the institution for the AY 2024-25 (City Engineering College: Rs. 20 lakh) with a quarterly expenditure limited to 25% of the allocated budget (first come first served till the quarterly budget is exhausted). The saved budget shall be carried forward.**



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## Appendix

### **Rates approved for various items of expenditure**

The Accounts section shall process a legitimate claim for reimbursement of expenditure based on the following table:

Sl. No.	Item	National/International Conferences in India	Conferences held Abroad
1.	Registration Fee	The Management shall give financial support of Rs. 6,000/- or 75% of the actual registration fee whichever is lower.	The Management shall give financial support of Rs. 15,000/- or 75% of the actual registration fee whichever is lower.
2.	Travel Allowance	Travel to & from the Conference venue in the nearest route. <ul style="list-style-type: none"><li>• First Class /AC 2 Tier train fare or Rs.3,000/- whichever is lower, and</li><li>• Local transport as per the CEC guidelines: Rs. 500 per day or the actual amount whichever is lower</li></ul>	50% of the actual Airfare (shortest route) by Economy class or Rs.25,000/- whichever is lower. Reimbursement of local travel expenditure abroad is limited to Rs. 2,000/- per day of the conference days +2 days, or actuals whichever is lower.
3.	Daily Allowance	As per the CEC guidelines: Rs. 500 per day or the actual amount whichever is lower (for breakfast, lunch, snacks, dinner, etc.)	US \$ 75 per day for the duration of the conference or actual expenditure whichever is lower
4.	Maximum Financial Assistance including Registration Fee, Travel Allowance and Daily Allowance provided in the case of a conference/seminar held in India and abroad shall be Rs. 12,000/- and Rs. 50,000/- respectively.		

**Chairman**  
**Jayanagar Education Society**