



**Lokmanya Tilak Jankalyan Shikshan Sanstha's**  
**PRIYADARSHINI BHAGWATI COLLEGE OF ENGINEERING**  
Harpur Nagar, Umred Road (Near Bada Tajbagh), Nagpur-24  
(Approved by AICTE, New Delhi, Govt. of Maharashtra  
and affiliated to Rashtrasant Tukdoji Maharaj Nagpur University)  
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### **Key Indicator 6.3: Faculty Empowerment Strategies**

**METRIC NO. 6.3.2 :- Policy document on providing financial support to teachers**

SR. NO.	PARTICULAR	PAGE NO.
1	Guidelines for Financial Assistance from Sanstha (in the form of Standing order)	2-5

Certified document from Page number 2 to 5

LTJSS/ED/ESTT/2011/ 3289

Date: 10-05-2012

Standing Order:

Subject: Revised Guidelines for Financial Assistance for Participation in Conferences

References:

- i) LTJSS/ED/ESTT/2011/096 Date: 16-05-2011
- ii) LTJSS/ED/ESTT/2012/3220 Date: 24/02/2012
- iii) LTJSS/ED/ESTT/2012/3266 Date: 18/04/2012

Introduction:

- Financial assistance is provided when teacher is invited for presenting a research paper in conference.
- In the review, it was observed that claims are not made in true spirit of the scheme, and accurate scrutiny is also not done. Therefore it was decided to issue revised guidelines.
- The Heads of the institutions are requested to please circulate these revised standing orders for further communication to the teaching faculty through HoDs.

Financial Assistance Permissible:

SN	Particulars of claim	State Level	National Level	International Level In India	International Level outside India
01	Registration fee	50 %	50 %	50 %	50%
02	Bus fare to and fro Bus journey	75 %	75 %	75 %	Nil
03	Train fare to and fro AC3	50 %	50 %	50 %	Nil
04	Air travel	Limited to AC3 fare	Limited to AC3 fare	Limited to AC3 fare	Asian Countries Rs 10,000/- Other Countries Rs. 20,000/-

Coverage:

- The financial assistance shall be provided only to the approved teachers of engineering colleges of the Sanstha.
- The teachers working on *ad hoc* basis will be permitted to present paper without claiming financial assistance.

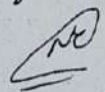
Permission before Conference:

- The teacher may submit paper to the organizers directly. However, it does not guarantee the permission.
- After invitation is received, the teacher shall apply in the prescribed format 'B' through HoD for permission along with a copy of i) invitation letter ii) a copy of paper. (Format 'B' of application enclosed)
- HoD shall ensure that
  - teacher is the first author of paper,
  - No other author is PG student of the same college,
  - duty leave is as per norms herein,
  - alternative arrangement is made to engage classes,
  - engaging extra classes to cover the probable academic loss before attending conference.
  - number of conferences attended during the current academic year,
  - teacher applied to the agencies such as AICTE, DST, UGC etc., for financial assistance even if the International conference is in India. (This is not applied to National conference)
- if permitted, the teacher shall attend the conference initially at own cost which will be reimbursed subject to conditions mentioned herein.
- Principal is the competent authority for granting permissions.

On coming back:

- HoD shall ensure the following.
  - certificate of presentation from organizers is submitted,
  - speech based on paper is organized for the faculty.
  - a copy of paper is submitted for sending it to the library.
  - reimbursement claim is submitted within 4-5 days.

Co-ordinator First Yr

  
16/05/12

#### Duty Leave:

- One day duty leave is allowed on the day of presentation.
- Duty leave for the journey shall be allowed – for one way distance 901- 1250 km-> 1 day, for 1251 & above 2 days.
- If period of absence exceeds the permissible duty leave, the teacher shall have to submit application for leave.
- Record of duty leave of all the employees should be maintained by office and HoD.
- Teachers on Adhoc basis will be eligible for one day duty leave for presenting paper at own cost.

#### Limitations:

- Sanstha reserves right to sanction the claim for reimbursement.
- The financial claim will be reimbursed only if the paper is presented and not for simply attending conference.
- Financial assistance is provided ~~twice~~ in one academic year for national/ International conference in India.
- Financial claim will be allowed only ~~once~~ in three years for the conference outside India.
- If teacher desires to present the paper entirely at own cost he or she may be allowed by the Head of the Institution ensuring that academic does not suffer.
- The financial claim will be allowed only for the first author of the paper and if no other author is the PG student of the same college. However, it will be allowed for the work on Ph.D. under the guidance of the teacher.
- If the financial assistance is granted by any other agency, reimbursement claim will not be permissible.
- If grant from other agency is received after the reimbursement claim is realized from the Sanstha, teacher will refund the entire amount received within 3 days.
- Leave travel concession can not be clubbed with conference claim.
- If any claim is found to be false, teacher will be liable for disciplinary action.

#### Financial Claim:

- The financial claim should be submitted in the prescribed format 'A' along with following documents.
  - Presentation Certificate
  - **Original Registration fee receipt.**
  - Xeroxed copy of Train tickets/ Original Bus tickets
  - Original Boarding pass in case of air travel
  - A copy of paper presented

#### Scrutiny by the office:

- The Head of the Institution shall scrutinize the claim made by the teacher and ensure that
- The prior permission was granted.
- All documents are produced and all other requirements are complied with.

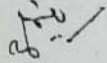
#### Undertaking:

- In case the teacher submits the reimbursement claim for International conference, teacher shall submit an undertaking in the enclosed format and it will be placed in personal file of the teacher.

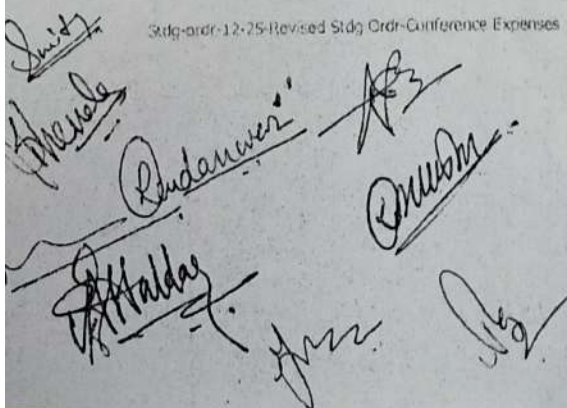
#### Service book entries:

- Head of the Institution shall take entry in the service book without waiting for orders from Central office.
- Record of Financial Claim:
- A separate register should be maintained. One page should be provided for each teacher separately. Reimbursement claim should be submitted to the central office only after recording in the register.
- In case claim is rejected by the central office, entry may be reversed.

By the order of Management

  
(O.S. Bihade)  
Executive Director

- Copy submitted to Director (GB), LTJSS for information.
- Copy to Director LTJSS for Information and necessary action.
- Copy to the Principals PCE, LTCE, PIET, BCCE, JLCCE, PIGCE for necessary action.
- Select file, CAFO





STANDING ORDER

Office of the Director Engineering

LTJSS

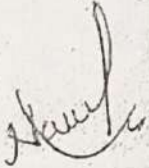
LTJSS/ DIR ENGG / Principals / 2021-22/ 009

Date : 18-01-2023

Further to discussion with Hon'ble Director, LTJSS, regarding promotion of research culture and encourage more number faculty members to produce & present high quality research outcomes in terms of research papers , Copyrights & Patents, it has been decided to extend certain incentives to deserving faculty as well as students.

Principals are requested to call for the research contributions from all the faculty members twice in a year with deadlines as 30<sup>th</sup> June & 31<sup>st</sup> December every year ( wef from 1<sup>st</sup> January 2023 )

A four member committee as follows should review the contributions and recommend the faculty / Student for the deserving incentives as mentioned in the sheet attached.  
Committee will comprise of Principal (or his representative), Dean (R&D ), Concerned HoD & a subject expert. The committee will assess the quality & review all the applications. It will recommend only high quality research contributions of deserving Faculty & Students for matching incentives.



( Dr Vivek Nanoti )  
Director Engineering, LTJSS

Encl : Annexure regarding Incentives for R & D

Copy to :

Hon'ble Director, LTJSS for kind information

Dean ( Academics), LTJSS for kind Information

Principal, PCE / PJCCE / PBCE for necessary action & circulation among all the faculty members



## Annexure for Circular 09 dated 18 - 01- 23 ( R &amp; D Incentives )

Sn	Particular	Incentives
A	FOR FACUTY	
1	For high quality Paper publications in reputed International Journals with good impact factor (such as IEEE transactions /SCI/Scopus/ WoS)	Rs 3000/- per paper and applicable for max one paper per six month per faculty ( only for 1 <sup>st</sup> or 2 <sup>nd</sup> Author with name of respective LTJSS college as affiliation mentioned in the paper )
2	For copyright	Max Rs 500/- or actual fees whichever is less. ( only for 1 <sup>st</sup> or 2 <sup>nd</sup> Author with name of respective LTJSS college as affiliation mentioned in the copyright )
3	For Patent( Granted only )	50 % of the total actual expenses or Rs15000/- whichever is less. ( only for 1 <sup>st</sup> or 2 <sup>nd</sup> Author with name of respective LTJSS college as affiliation mentioned in the patent )
B	FOR STUDENTS	
	For Research Paper/ Project / Innovative Idea presentations in technical events at IITs and NITs ( for one student only once in a year)	One-way AC -3 tier (Max Rs1000/- ) and half of the registration fees (Max Rs 1000/-)  Every department can depute 02 students/60 intake/year