



Guidelines

These Guidelines shall be called as the '**Guidelines for Funding Teaching of the Sree Venkateswara college of Engineering(SVCE) to participate in National and International Conferences/Publications/Seminars/Workshops/Symposia/Training Programmes**'. These shall come into force from 12-11-2014 or from whichever date the authorities accord approval.

1.Preamble

SVCE encourages the employees to attend and participate in Conferences, Symposia, Workshops and Training programmes held in India and abroad for sharing knowledge, academic growth and also for collaborations that would facilitate healthy academic and research ambience.

Keeping in view the UGC directives, the following guidelines have been framed :

2. Objectives

- a. Provide financial support to teachers for participation in Conferences/Publications/Seminars/Symposia/Workshops held in India and abroad.
- b. Provide financial support to employees invited under International Collaboration and Exchange programmes.
- c. Provide financial support for attending Faculty Development and Training programmes within India and abroad.
- d. Facilitate academic exchange programmes with Universities in India
- e. Motivate faculty to explore financial support from different funding agencies.

3. Eligibility

Permanent employees whose probationary period is completed, are eligible for travel grant under the following circumstances:

- a. Those invited to attend academic conferences/ seminars/symposia/workshops. The level of the programme and the standing of the institution organizing the event should also be truly international/ national/ professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.
- b. Financial assistance may be provided in the following purposes.:-



- (i) For Teachers delivering key-note addresses/ plenary lectures.
- (ii) Those contributing a paper.
- (iii) Those invited to Chair a session.
- (iv) Those invited under International Collaboration Exchange Programmes.
- (v) Those invited to give Symposia/talks/invited lectures or invited to discuss arts.
- (vi) For enhancing knowledge base through training and attending workshops/Professional/Faculty Development Programmes.
- c. Poster presentations and mere participations are generally not be considered for financial assistance.

4. Pattern of Assistance

- a. Each eligible teacher/officer is entitled to a grant of Rs.15000 per annum, to spend on these activities.
- b. In case, the amount is not sufficient, the applicant can seek funds from other sources.
- c. Admissible expenditure will cover 3-tier AC class by the shortest route, registration fees and daily allowance as per rule. Late registration fee will not be reimbursed as per rules.
- d. TA/DA will be admissible as per rule.
- e. If the lodging and boarding charges are included in the registration fee, DA shall be regulated accordingly. This will apply to both categories of travel.

5. Application Procedure

Employees shall apply in the proper format (Annexure I) to the Principal at least 7 days before the date of commencement of international / national event respectively. The application shall be submitted through the respective Head of Department which will be placed before a Standing Committee and sent to the Principal with its recommendations.

6. Mode of Approval

- a. The **Standing Committee** shall scrutinize the applications to be forwarded to the competent authority. The Committee shall consist of the Head of respective Department, Senior Faculty and a subject expert (within the college) to scrutinize the applications of teachers.



- b. The Committee shall verify the suitability of the events for academic progression of the applicant, standing/ status of the organizing agency and likely impact on the departmental academic activities.
- c. In case if multiple applicants are there from the same department, preference may be given to those applicants experience. Multiple applicants can also be allowed for same event in some circumstances where workload is adjusted properly with prior approval of HoD.
- d. Granting of financial assistance will depend on the recommendation of Principal/Dean Academics and availability of funds.
- e. The decision of the Principal shall be final.

7. Leave Facility :

As per College Leave policy, a maximum of 10 days(Academic leaves) of Duty Leave is admissible.

Duty leave shall be sanctioned for attending the International Conference/ Seminar/Symposia/ Workshop/ Training programmes, including journey days. However the amount of Daily Allowance shall be calculated as follows :

Stay for 5 days : 100%;

UP to 10 days : 100% for the first 5 days and 75% for the next 5 days ;

More than 10 days: 100% for the first 5 days; 75% for the next 5 days and 50% for the rest of the day stay shall be admissible

8. Monitoring the Outcome

- i. The faculty should submit a detailed report along with the bills for adjustment (preferably) within 10 days of returning from the event.
- ii. If the settlement/adjustment is not been processed in 10 days time of return, 25% of the sanctioned amount shall be withdrawn as penalty. However, in extraordinary circumstances, the Principal may condone this.
- iii. For faculty attending the Training programme/workshop/should give a presentation in the department explaining the outcome/learning.



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(Approved by AICTE, New Delhi & Affiliated to JNTU, Anantapur)



iv. The Faculty attending International Conference/Seminar/Symposia should publish his/her paper in a peer reviewed International/National journal within a year failing which his/her sanction would be withheld till his publication subsequent to sanction.

9. In all circumstances the decision of the Principal shall be final .

B. S. S. S.
PRINCIPAL

PRINCIPAL

SREE VENKATESWARA COLLEGE
OF ENGINEERING
KODAVAI UR. SPSR Nellore Dist

[Signature]
President
CHAIRMAN

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