

TEQIP –II
University Institute of Technology
THE UNIVERSITY OF BURDWAN

RULES FOR PAYMENT OF TRAVELLING EXPENCES AND REGISTRATION FEE/DELEGATE FEE, ETC FOR ATTENDING ACADEMIC CONFERENCE, SEMINARS, SYMPOSIA, WORKSHOP, MANAGEMENT DEVELOPMENT PROGRAMME (MDP), CONGRESS ETC. UNDER THE TEQIP PHASE II PROJECT.

A. FACULTY & STAFF DEVELOPMENT FOR TEQIP- II, UIT, BURDWAN UNIVERSITY

Grant to faculties for Visiting Centers of Research or to attend Academic Conference, Seminars etc. preferably within India:-

I. Eligibility for attending Seminar/ Conferences and technical training / Workshop etc.

A **faculty** of UIT, BU may be granted financial assistances under the scheme for attending academic conference etc. subject to the maximum ceiling of Rs. 70 thousands for the entire project period when

- a) a paper has been accepted for presentation;
- b) when invited by the organizers to chair a session/ section of the Conference or to deliver lecture as a guest speaker or to act as the Rapporteur of the Conference. In this case the person concerned may not contribute a separate paper of his own.
- c) Faculty is to be encouraged to participate in seminars, conferences and workshops, both National and International. Participation in such fora would give a good exposure on the developments taking place in different areas. The faculty participating in such for a need to be also encourage to visit close-by institutions and laboratories of his/her interest. Besides, accrual of benefits to students and in their own researches, such participation is expected to bring about collaborations with academic institutions and R&D organizations within and outside the country. The institutions are required to establish collaboration through MoUs.
- d) Subject knowledge and research competence upgradation: Subject knowledge upgradation is to make the faculty aware of the advances in knowledge, technologies and research methodologies for improving his/her own performance and for the benefit of students. Short-term and long-term courses are available within India including summer schools arranged by Government organizations, institutions and professional Societies. Faculty should be on the lookout for appropriate opportunities. The Project plans to develop and periodically update a web-based training calendar on the NPIU's website for the benefit of all Engineering faculties.

A **staff** of UIT, BU may be granted financial assistances under the scheme for attending training programs. subject to the maximum ceiling of Rs. 40 thousands for the entire project period.

Enhancing Staff Development: The staff in an Engineering Education institution fall under two categories:

Technical Staff: The Technical Staff in laboratories and workshops needs to be trained in their functional areas including operation and routine maintenance of both the existing and new equipment. They also need training on workshop instructions, upkeep of institutional services, etc. The training can be organized within the institution or at the supplier/manufacturer premises or at reputed technical training institutions. The technical staffs also need to be motivated and encouraged to go for training and to use the newly acquired expertise for the benefit of students and the institution.

Administrative Staff: The Administrative Staff also needs training in respective functional areas, particularly in the use of modern office equipment, software, office automation, maintenance of records,

procedures, etc. The training should also cover motivation for time and material efficiency, and friendliness towards faculty and students. The training may preferably be organized within the institution with the help of suitable organizations.

II. Amount to be paid/ reimbursed :

Travelling Allowance, and Registration Fee/Delegate Fee, etc, if any, shall be admissible for attending such Conference/training programs, etc. provided that he or she does not receive the said Travelling Allowance, etc. from the Organizers or any other source. The faculty concerned, while submitting adjustment of advance taken or reimbursement of expenditure made by him/her in this respect, shall certify to the effect that he/she has not received travelling allowance/daily allowance, etc. from any other source.

III. Conditions :

- i) The faculty and staff must submit his / her proposal through the Dept. Heads/ T & D (Nodal officer)/ Academic Nodal officer/ coordinator of TEQIP-II at UIT, BU / the Vice-Chancellor of BU along with the following documents and the application complete in all respects should reach TEQIP office ordinarily 30 days ahead of the commencement of the Conference/ training program for consideration.
 - a) The circular or letter of invitation issued by the organizer of the Conference/training programs, etc. from time to time.
 - b) An abstract of the paper to be presented in the conference etc. and the letter of acceptance, if already available.
 - c) Name, place and duration of the Conference/training programs etc. in which the paper is proposed to be presented.
 - d) Letter from the Organizer of the Conference, Seminar, etc. inviting the faculty to chair a Session / Section of the Conference or as a special speaker or as a Rapportear.
 - e) The nature of financial assistance needed from the University Institute of Technology, BU TEQIP-II fund.
 - f) Number of Conference/training programs etc. attended during the financial year (April to March).
- ii) A faculty shall be entitled to avail of the financial assistance for attending the domestic Conference / Workshop / Seminar etc. not more than 2 times in a financial year (i.e. April to March).
- iii) For a particular Conference etc. the maximum number of faculty of a particular department will be four at a time on "first come first serve" basis.
- iv) In a financial year the maximum number of participants to Conference etc. will be permissible without disturbing the normal academic process.
- v) The period of absence for attending Seminars, Conference etc. shall be treated as "on duty" subject to the provisions laid down in Leave Rules of UIT, BU.
- vi) "on duty" leave will be for the period of Conference/Seminar/Workshop/training program and for required journey time from UIT,BU to venue and venue to UIT, BU.
- vii) In case of joint authorship of paper where joint authorship shall mean a paper prepared jointly by
 - a) two or more faculties of UIT, BU
 - b) one or more faculties of UIT, BU in collaboration with one or Research Fellows / Associates of this UIT, BU;

Or

- c) two or more Research Fellows / Associates of UIT, BU, travelling allowance, daily allowance, Registration Fee etc. shall be admissible to two faculties in case of (a) above (being the first two authors), one faculty (being the first named faculty in the paper) and one Research Fellow / Associate to be determined by him in case of (b) above, and one Research Fellow / Associate (being the first named author) in case of (c) above.
- viii) As regards participation to a WORKSHOP, SYMPOSIUM, SEMINAR etc. where there is no provision for presenting a paper acceptance of paper will not be required but he/she shall have to furnish a document relating to the acceptance of his/her candidature by the organizers for obtaining permission. A faculty/staff will be entitled to attend such workshop and such Symposium, Seminar thrice a year. The faculty/staff attending the workshop etc. will be entitled to travelling allowance, registration fees, etc. provided he or she has not received the said travelling allowance/ daily allowance etc. from the organizers or any other source. The faculty/staff concerned while submitting claim for reimbursement of expenditure made by him/her in this respect, shall certify to the effect that he/she has not received T.A/D.A etc. from any other source.
- ix) For the effective utilization of project fund for the purpose it is desirable to expend at least 50% of allotted amount in consonance with the TNA submitted / revised TNA as far as possible within 30th Sept'2013 failing which the faculty/staff must submit a declaration that he/ she shall utilize the allotted or lesser amount (to be specified) within 31st March'2014 for the purpose of re-allotment after 30th Sept'2013. In case of non-responsiveness the allotted amount for the concern faculty / staff will be redistributed to the other.

Accountability:

The faculty and staff after undergoing training are expected to:

- a) Prepare a report on the training undertaken and the experience gained. The report should also include the aspects that can be used to improve the teaching-learning process, enhance / improve research, improve equipment utilization and, make administrative and financial functions more efficient.
- b) Share their experience with students and other faculty/staff of the institution through seminars.
- c) The report from the faculty and staff should be hosted on the institution's web site and linked to NPIU's web site.

B. Management Capacity Enhancement:

All institutional TEQIP committee members except student members, all the In-Charges of the departments, Examination In-Charge, office In-charge, all Officers of UIT, BU, senior faculty members recommended by institutional TEQIP committee are eligible to avail the opportunity to go for Management Development/ Capacity enhancement programme preferably within India from the TEQIP Fund within the monetary limit of Rs.1lakh /individual for the entire project period in accordance with the approval of competent authority to improve Managerial and Administrative abilities through specifically designed training programmes is an important Project activity to support effective implementation of reforms, to improve development, planning and implementation, and monitoring. The expected outcomes are enhanced management capacity, helping the institution to gain

increased autonomy, and improved internal and external efficiencies of institutions. The NPIU will develop appropriate training curricula in this regard, identify training institutions and organizations, and develop an annual training schedule. Institution's leaders are also encouraged to participate in other relevant orientation and training programmes. All institutions are expected to participate in these programmes.

Accountability:

All officials and faculty who have undergone this training are expected to:

- a) Prepare a report on the training undertaken and the experience gained. The report should also include the aspects that can be used for efficiency improvement in Managerial and Administrative functions.
- b) Share their experience with other faculty and staff within the institution through seminars.
- c) The reports from all beneficiaries should be hosted on the institution's web site and linked to NPIU's web site.

C. Ph.D. Registration/ other fees in relation with Research:

All the full time faculties of UIT, BU are eligible for getting the fund for Ph.D. registration or other expenses (eg.- printing/ binding of thesis etc.) for the purpose in relation with his/ her research with the monetary limit of Rs.50000/- per individual within the entire project period (for C & D items).

Institutions are expected to encourage faculty to upgrade their qualification from Bachelors to Masters and from Masters to Doctoral degree. If the facilities are available within the institution, the same need to be maximally utilized. Alternatively, the faculty could be deputed to other institutions for enhancement of qualification. Part-time or sandwich programmes can also be considered where feasible and necessary.

D. Payment for reimbursement of expenses for Journal publication /Institutional Consultancy activities :

All the faculties are eligible to get the amount to be expended for publication in reputed journal etc. or within the monetary limit of Rs.50000/- per individual within the entire project period(for C & D items).

Expenditure for securing sponsored projects and consultancy assignments, Expenditure for commercialization of research products, Expenditure for patenting of research products, Travel cost, hospitality and honorarium paid to Consultant for participation in Research & Development and for delivering Expert lectures are also falls in this category.

Note: All rules and regulations are subject to changes if guidelines for TEQIP of MHRD/ NIPU/SPFU changes in due course.

