

No. PEC/DFA/19/25400
Dated: 18 NOV 2019

;NOTIFICATION

Subject: Initiation grant to the newly recruited faculty including those under Rolling Advertisement for three years.

As per the recommendations of the Institute Level Standing Committee, the initiation grant of Rs.2 Lakhs as notified vide no.PEC/DFA/19/20594 dated 4.9.2019 is hereby continued for financial assistance to the newly recruited faculty members including those under Rolling Advertisement for three years with the following conditions:

a) Reimbursement of the cost of Computational Devices/Membership Fee of professional society and purchase of books

Reimbursement will be permitted for membership of professional societies and cost of books with the ceiling of Rs.50,000/-. The purchase of computational devices shall be reimbursed upto an amount of rupees One Lakh.

- i. The purchase of computational devices will be made as per the institute purchase procedure.
- ii. The item will be entered in the stock register of the department.
- iii. The item will be issued to the faculty member by the department.
- iv. In case the faculty member leaves the institute, he/she has to return the device to the department. In case he is not able to return the device, he/she will have to pay by depreciating the cost by 20% per year.

b) National and International Conferences/Seminars/Workshops/short courses/Summer and winter schools/other academic programmes in India and abroad:

- i. Faculty members are encouraged to obtain financial assistance either in full or in part from other organizations like the AICTE, DST, CSIR, UGC, INSA, IEEE etc.
- ii. For Conferences, the work in the form of research papers should have been accepted for presentation in the conference. Acceptance of mere abstract will not qualify for the grant of financial assistance. The faculty will attach a copy of the research paper along with the acceptance letter for presentation in the conference along with the application.

- iii. **Leave:** Maximum period of nine days of absence from the institute will be permitted for attending the academic programme if the period of academic programme falls during the semester when the academic work is underway. The leave of absence will include academic programme days (limited to a maximum of five days) plus minimum travel days which will normally be one day for onward journey and one day for return journey (subject to maximum of four days for to and fro journey). The leave of absence should not lie within the period of examinations.

The Leave of any kind due including Special Casual Leave, Earned leave or vacation Leave will be permissible.

c) Criteria to evaluate the quality of conference:

The application for grant of financial assistance will be considered for attending conference/ Annual Technical meetings organized by well-established recognized and renowned professional societies only. (e.g. IEEE (<https://www.ieee.org>); ASME (<https://www.asme.org>); ACerS (<http://ceramics.org>) etc.)

The criteria to evaluate the quality of conference will include:

- i. The level of the event.
- ii. The standing of the institution/professional body organizing the event.
- iii. Nature of the event should be truly International/National/Professional.
- iv. The event should be capable of enhancing skill or add to the professional accomplishment of the beneficiary.

The HODs/DAPCs while evaluating the quality of conferences proposed by the faculty of their department will use the following criteria:


“All quality conferences usually bring out indexed publications/proceedings, a quality conference can be defined as one which is indexed. To start with it is suggested that conferences which publish proceedings/publications indexed in SCOPUS, web of science, Thomson Reuters, SCI could be considered as quality conferences.”

d) Procedure:

- i. The application and all subsequent correspondence should be forwarded through the HOD.
- ii. The faculty will submit the application for financial assistance to Head of Department. The DAPC of respective department will consider the application of faculty for financial assistance. The DAPC will evaluate the quality of conference on the above mentioned criteria i to iv on 1 to 5 scale. The HOD will forward the

- application along with recommendations. In case DAPC or the HOD does not recommend the case, reasons for not recommending an application will also be clearly recorded.
- iii. In case, there are more than one faculty members who are co-authors of the research paper(s) only one faculty member is entitled to get financial assistance to present the paper in the conference. In such case, written consent of all other authors to this effect must accompany the application.
- iv. **Presentation:** After attending the conference or other academic event for which financial assistance is availed, the faculty will make a presentation in the concerned department sharing the skills or knowledge gained during the visit. In addition the faculty will give a brief summary (one page) on the outcome/benefits and forward it to the Director through respective HOD.
- v. **Final settlement of advance:** The faculty must settle financial accounts within one month of the completion of the visit.

This is being issued with the approval of the Director.

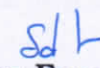

Dean Faculty Affairs

Endstt. No. PEC/DFA/ 25401-28

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A copy of the above is forwarded to the following for information & necessary action.

1. All Heads / All Deans
2. All Centre Heads / Section Incharges
3. AC (F&A)
4. PA to Director for kind information of the Director.
5. PA to Registrar


Dean Faculty Affairs