



**National Institute of Technology**  
Rourkela – 769 008 (Orissa)

No.NITR/RG/ 2010/M/ 259

Dt.24.08.2010

Sub: **Faculty Development Allowance.**

Ref: **Circular No.NITR/RG/2010/M/211 dt.27.07.2010.**

In supersession of the circular NITR/RG/2010/211 dt.27.07.2010, the undersigned is directed to inform that the BOG vide resolution No.BOG-23(2010)-11 dt.09.07.2010 has approved the Faculty Development Allowance as per the Deans & Heads of the meeting vide resolution No. HODM-76(2009)-06: dt.3.2.2010 recommended on the Faculty Development Allowance as follows:

The committee noted that no category wise ceiling had been prescribed by the BOG, thus creating possibility of unbalanced utilization of funds. The following are the recommendation of the committee.


- The target is to minimize administrative controls and to ensure maximum utilization of funds by the largest number of faculty members, thus ensuring the highest possible development of intellectual capital.
- The committee noted that the Rolling block (3 years) model adopted by the BOG, in contrast with fixed block period, will help in more effective utilization of funds.
- In order to ensure balanced utilization of funds under different activities, the committee recommends the following head-wise ceilings. Normally any expenditure under a particular head will be limited to the ceiling prescribed below; in deserving cases, the Director may relax them at his discretion.

International & National Conference	No financial limit
Books	Rs. 30,000/- in 3 years (Average Rs. 10,000 per year)
Journal subscription (Outside membership of Professional societies)	Rs. 30,000/- in 3 years (Average Rs. 10,000 per year)
Membership of Professional Societies (including free journals) (Expected – One International + one Indian society)	Rs. 30,000/- in 3 years (Average Rs. 10,000 per year)

d. Other Conditions:

- For newly joined faculty members, total expenditure during the first year will not exceed Rs. 1.5 lakh.
- Travel to other Institutes, industry or R&D organizations for scientific discussion, laboratory visit etc are admissible expenditure. Such proposals will need approval of Director at his discretion based on recommendation of HOD and Dean (FW). Such travels are encouraged for the purpose of preparing R&D proposals, consultancy projects, setting up new laboratories and collaborative work.
- All books procured under this scheme shall carry a sticker and stamp stating:

### Sticker

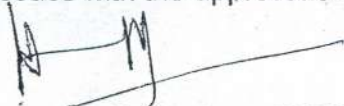
 <b>National Institute of Technology</b> <b>Rourkela</b>		
Books procured by		
Professor _____, Dept. _____		
Under Faculty Development Allowance		
Faculty _____	Date _____	HOD _____

### Stamp

<b>Faculty Development Grant</b> <b>NIT, Rourkela</b>
--

- The Institute will try to persuade book vendors supplying books to Institute library to extend the price discounts to faculty members buying books under this scheme.
- e. If the Institute runs out of funds under the Non-plan grant, the bills will be processed during the relevant financial year, but payment may be deferred to the next year. All faculty members are expected to cooperate.

This issues with the approval of the competent authority.



**Registrar & Secretary, BOG**

Copy to:

1. Director.
2. All Deans/HODs/ HOOs
3. Asst. Registrar: (F&A, Esst, Aca., IA, P&W)
4. Establishment Section



**GUIDELINES FOR FINANCIAL SUPPORT  
TO INSTITUTE PERSONNEL  
FOR ATTENDING CONFERENCES  
IN INDIA AND ABROAD.**



**National Institute of Technology  
Rourkela**



## Guidelines for Financial Support to Institute personnel for attending Conferences in India and Abroad

### Contents

<u>Sl. No.</u>	<u>Topic</u>	<u>Page No.</u>
A.	Guidelines for attending conferences & symposia in India	1
B.	Guidelines for attending conferences & symposia outside India	4
C.	Participation in faculty development programmes and short term courses	8
D.	Financial support to students (UG, PG and Research) to attend conference, symposia and short term courses	9
E.	Miscellaneous issues	10
F.	Exceptions	11

**Forms :** ES/301 : Application for permission to attend a conference, symposium or short term course in India or abroad.

ES/302 : Report on attendance in a conference or short term course in India or abroad.



Attending scientific conferences and symposia is an essential component of doing research and enhancing intellectual capital in an institution of higher learning NIT, Rourkela provides financial support to its faculty members to attend conferences and symposia, short term courses and workshops in India and abroad. The basic principles governing financial support for these activities are the following:

- (a) There shall be no upper limit to the number of conferences and similar events a faculty member can attend, provided his basic duties of teaching and research are not affected adversely.
- (b) Financial support by the Institute will be limited by availability of funds and restrictions imposed by the Ministry of HRD.
- (c) Faculty members are encouraged to use research grants for academic travels.
- (d) Participation in conferences during normal class days is discouraged, while that in holidays and vacations is supported liberally.
- (e) All expenses towards participation in conferences, symposia, workshops and short term courses shall be included under "professional development" account of the concerned faculty member.

**A. GUIDELINES FOR ATTENDING CONFERENCES & SYMPOSIA IN INDIA**

- 
- A1. The Institute shall provide funding to each faculty member and to a limited extent to scientific officers, librarians and other officers of the Institute, to attend conferences within India, if they are presenting papers (oral or poster) or are invited to chair a session.
  - A2. While presenting a paper or chairing a session is a requirement for travel funding, an exception can be made if, in the opinion of the director, attending the conference is in the interest of the institute. Possible reasons are institute's decision to set up a new laboratory, a faculty member's desire to enter into a new area, exploring possibilities of inviting the next conference of the series to NIT Rourkela and setting up contacts for future collaboration etc.
  - A3. Conferences organized by well known professional societies, industry associations or reputed institutions such as NITs, IITs, IIMs, IISERs, NISERs, CSIR and other Government laboratories and public and private universities are normally eligible. Participation in one-time conferences organized by small institutions or by commercial agencies can be permitted after examining the contents and list of participants on case to case basis.



(subject to a maximum to be set by the Board from time to time.

- A5. Apart from faculty members, the same facility may be extended to group-A officers, and in rare cases to other supporting staff, at the discretion of the director, who will take into consideration the nature of the officer's work assignment, the topic of the conference and the possible benefits it will bring to the Institute.
- A6. Apart from institutional funding, faculty members may arrange support from independent sources such as own or a colleague's research grants, industry support or support of Government agencies. There is no limit on the conferences and symposia etc. a faculty member may attend with project or outside funding, if other conditions related to absence during class days are satisfied.
- A7. Attending conferences is encouraged during holidays and vacation periods and is discouraged during class days. Normally one conference (in India or abroad) per semester is permitted, with full compensation of lost classes. The HOD must ensure that classes lost because of the teacher's absence are fully compensated. There is no limit on the number of conferences one can attend during vacation.
- A8. The time spent on attending conferences and associated travel time shall be considered to be "ON DUTY", except during vacations. During vacations, when vacation is due, the time will be taken as vacation, else it will be considered as "on duty" irrespective of the source of funding.
- A9. Attending a conference, by spending one's own money is discouraged, and normally will not be approved to be "on duty". If there are truly special circumstances justifying such an arrangement, Director may make an exception. There is no bar on attending a conference with one's own resources on holidays or while availing leave or vacation from the Institute.
- A10. Normally, travel permission will be granted for the conference days and the required travel time by the shortest route. When train or flight schedules are not convenient, up to two additional days, one or both sides may be approved. Travel by a route different from the shortest will need director's special approval.

On special request from a faculty member, director may approve up to one week of additional stay in the place of conference for interaction with scientists in the host institute. The additional living expenses can be met from project or external funds, such approval being discouraged during normal class days.

- A11. Faculty members and officers are encouraged to meet travel and registration expenses from project or external funds. Applications for external funding will be forwarded only after the Institute approves participation in the conference, with or



- A12. International conferences hosted in India will be counted as domestic conference for the purpose of funding, even when the registration fee is in foreign currency. In such conferences, if the registration fee is higher than the rate admissible by the Institute for domestic conferences, the difference can be met from project or external funding.
- A13. Pre-and post-conference tutorials are often helpful in planning and improving the Institute's academic programmes. The director may approve participation in such programmes including additional registration fee and living expenses may be approved on case to case basis, after considering the relevance of the subject, expertise of instructors, number of lost classes and research initiative taken by the faculty member.
- A14. On return from the conference, the faculty member or officer will present a seminar in the Institute or in department level, ensuring that adequate publicity is done among faculty and students of the same and of other departments. The topic shall, preferably, be an overview of the exciting new topics discussed in the conference, or detailed presentation of a single paper of exceptional merit presented by another author. Alternatively, the faculty member may present his own paper in the form of an oral presentation, this mode being less desirable than the former.
- A15. The author is also required to post his paper – full text, power point presentation as well as the poster in the Institute's Intranet website as an open access item, preferably under the D-Space folder. The Handle number received from D-Space is to be quoted in the TA bill.
- A16. TA bills against institute or project funding shall contain the Handle Number of the D-Space Archive as well as a copy of the Seminar Notice. No TA bill will be processed without these identifiers mentioned by the author.
- A17. Personal leave or vacation of any duration without TAVDA can be attached to travel on conference if and only if approved by the sanctioning authority under prevailing rules along with the approval for attending a conference or as an amendment thereof.
- A18. Advance payment up to 90% of estimated Air plus train fare and 100% of registration fee may be made to the applicant. The advance is to be adjusted within two weeks of returning from the conference. If no advance is drawn the TA bill is to be submitted within a month. Any delay in submission of TA bill will need a condonation by the director. Posting of paper and poster on the Intranet and presentation of seminar are pre-requisites to submission of the TA bill.



director may, at his discretion, approve reimbursement of expenses made.

**B. GUIDELINES FOR ATTENDING CONFERENCES AND SYMPOSIA OUTSIDE INDIA**

B1. The Institute shall provide funding to faculty members to attend and present papers in conferences outside India. Normally, the following basic norms will be followed for overseas conferences:

- (a) The applicant must be invited to present a paper or a contributed paper must have been accepted for either oral or poster presentation.
- (b) Normally only one author out of a multi-author paper will be permitted to attend a conference overseas.

Under special circumstance the director, at his discretion, can make exception in permitting a faculty member to attend a conference without satisfying the above criteria.

B2. Normally the work to be presented in an overseas conference is to be based on the work done at NIT Rourkela. But the director, at his discretion, may permit a faculty member to present papers based on work done by him before joining the Institute or while availing EOL/Lien or sabbatical in another institute.

B3. Funding to attend an overseas conference can be given to a faculty member - confirmed, on probation or on contract with provision for regularization only. This facility will not be available to guest or visiting faculty, contract faculty without an assured channel for regularization, and faculty reappointed after superannuation. The facility will also not be available to faculty who have tendered resignation, applied for EOL/lien to join on alternative job, applied for voluntary retirement or is due for superannuation within a year from returning from the conference. The institute will not approve such proposals neither for institute funding nor for external support.

B4. The total grant available to a faculty member within 3 (or a specified number of) financial years under "professional development" head will be declared by the Ministry or decided by the BOG from time to time. In 2009, the figure is Rs.3.0 lakh over 3 financial years. The total expenditure, excluding external and project funds, incurred in attending conference outside India over 3 consecutive financial years of a block period, including the year of the proposed conference, shall not exceed the specified amount. For the purpose of calculation under this clause and for assigning a financial year to the transaction, the first day of the conference shall be taken as the date of the conference. There is no limit on the amount of funds one



This provision is expected to achieve two positive outcomes:

- (i) Active faculty members with personal initiative can attend more conferences overseas, thus enhancing the intellectual capital of the Institute, and
- (ii) Faculty members will not have to miss useful conference in a nearby country in order to save the opportunity to attend a conference in Europe or America.

B5. If a faculty member has utilized his allocated funds and he is found otherwise eligible for deputation to a conference, he may still be given a token grant of Rs.2000/- in order to enable him to seek external funding.

B6. While encouraging faculty members to attend as many conferences as they can arrange the funds for, the Institute shall ensure that essential class days are not lost in the process. It is the responsibility of the faculty member to convince the HOD, Dean (FW) and the Director that adequate arrangements have been made by him to compensate lost classes, and that he has no option to attend comparable conferences in vacation periods.

B7. The Institute's funds will cover –

- (a) Travel cost within and outside India by the lowest class of air travel available.
- (b) Board and lodging for days of conference plus one day on either side at approved rates (with constraints set by Government of India and by the BOG.)
- (c) Registration fees,
- (d) Visa fees and related communication expenses.
- (e) Travel expenses to secure visa.
- (f) Local travel in the place of conference and required transit points.
- (g) Medical Insurance.

While calculating the admissible TA/DA the overseas DA rules of Government of India will be followed.

If a faculty member fails to attend a conference due to unforeseen circumstances, and he takes all necessary steps to arrange refunds, he may be reimbursed all irrecoverable expenses made. All such proposals shall need approval of director.

B8. Attending conferences is encouraged during holidays and vacation periods and is discouraged during class days. Normally one conference (in India or abroad) per semester is permitted, with full compensation of lost classes. The HOD must ensure that classes lost because of the teacher's absence are fully compensated. There is no limit on the number of conferences one can attend during vacation.

B9. The time spent on attending conferences and travel time shall be considered to be "ON DUTY", except during vacations. During vacations, when vacation is due, the



B10. Attending a conference by spending one's own money is discouraged, and normally will not be approved to be "on duty". If there are truly special circumstances justifying such an arrangement, Director may make an exception. There is no bar on attending a conference with one's own resources on holidays or while availing leave or vacation from the Institute.

B11. Normally, travel permission will be granted for the conference days and the required travel time by the shortest route. When train or flight schedules are not convenient, up to two additional days, one or both sides may be approved. Travel by a route different from the shortest will need director's special approval.

On special request from a faculty member, director may approve up to one week of additional stay in the place of conference for interaction with scientists in the host institute. The additional living expenses can be met from project or external funds, such approval being discouraged during normal class days.

B12. Faculty members and officers are encouraged to meet travel and registration expenses from project or external funds. Applications for external funding will be forwarded only after the Institute approves participation in the conference, with or without funding.

Applications to external agencies for funding overseas conferences will be forwarded by Dean (FW) on behalf of the director. Normally such forwarding will be done after obtaining approval of Director for deputation to a conference with or without funding. Under pressing circumstances, the Dean(FW) may forward applications in anticipation of Director's approval. It should be understood by the applicant that forwarding of application to an external agency does not constitute the Institute's approval of an application to attend a conference.

B13. Pre-and post-conference tutorials are often helpful in planning and improving the Institute's academic programmes. The Director may approve participation in such programmes including additional registration fee and living expenses on case to case basis, after considering the relevance of the subject, expertise of instructors, number of lost classes and research initiative taken by the faculty member. The conference will be counted towards the expenditure made towards the conference.

B14. On return from the conference, the faculty member or officer will present a seminar in the Institute or in department level, ensuring that adequate publicity is done among faculty and students of the same and of other departments. The topic shall, preferably, be an overview of the exciting new topics discussed in the conference, or detailed presentation of a single paper of exceptional merit presented by



- B15. The author is also required to post his paper – full text, power point presentation as well as the poster in the Institute's Intranet website as an open access item, preferably under the D-Space folder. The Handle number received from D-Space is to be quoted in the TA bill.
- B16. TA bills against institute or project funding shall contain the Handle Number of the D-Space Archive as well as a copy of the Seminar Notice. No TA bill will be processed without these identifiers mentioned by the author.
- B17. Personal leave or vacation of any duration without TA/DA can be attached to travel on conference if and only if approved by the sanctioning authority under prevailing rules along with the approval for attending a conference or as an amendment thereof.
- B18. Advance payment up to 90% of estimated Air plus train fare and 100% of registration fee may be made to the applicant. The advance is to be adjusted within two weeks of returning from the conference. If no advance is drawn the TA bill is to be submitted within a month. Any delay in submission of TA bill will need a condonation by the director. Posting of paper and poster on the Intranet and presentation of seminar are pre-requisites to submission of the TA bill.
- B19. While these regulations are ordinarily applicable to faculty members only, the director, if he thinks appropriate may permit officers of the institute (under justifiable circumstances) for financial support to attend conferences abroad. Favourable circumstances include excellent professional performance of the employee, record of sponsored project or external funding and substantial relevance of the conference topic to the applicant's job responsibility.

**C. PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES AND SHORT TERM COURSES.**

- C1. The Institute shall sponsor faculty members to attend faculty development programmes and short term courses in institutes of repute in India and abroad on case to case basis.
- C2. Faculty members will be deputed to courses in reputed institutes such as IISc, IITs, NITs, IIMs, ISI, ISB, TIFR, CSIR labs, Defence labs, DAE, ISRO, ICT. Central universities and selected state and private universities. For all other institutions, director's approval shall be necessary on case to case basis.
- C3. If a course falls within vacation and there is no expense towards course fee or travel, Dean (FW) will approve the proposal. The time spent will be counted as vacation if vacation is due; else it will be treated as "on duty".



- C5. If a course falls within normal semester period or the course fee and travel expenses are to be met from Institute account, Director's sanction will be necessary. The applicant must clearly bring out the benefits to the institute in terms of possible research grants, short term courses to be offered by NITR or a new line of research or teaching to be carried out.
- C6. Attendance in a faculty development programme or short term course shall not count towards the limit of one conference per year.
- C7. Attendance in Faculty Development Programmes Overseas will need approval of Chairman, BOG as per provisions of the statutes.

**D. FINANCIAL SUPPORT TO STUDENTS (UG, PG AND Research) TO ATTEND CONFERENCES, SYMPOSIA AND SHORT TERM COURSES.**

- D1. The institute shall provide financial support to students (UG, PG & Research) for attending conferences, symposia and short term courses within India only. If permitted by the sponsors, research grants may provide grants for overseas conferences also.
- D2. In case of overseas conferences, the institute may provide in deserving cases a token grant of Rs.2000/- to help students apply to Government and private agencies for funding.
- D3. It will be necessary for the student to present a paper (oral or poster) in a conference. And the paper must be based on original research work carried out within the institute while the student was registered for a degree under the supervision of a faculty member of the Institute. The institute will not support students presenting papers based on work carried out independently or outside the institute.
- D4. If a student graduates after a proposal is approved but before the date of the conference, he will still be eligible for financial support.
- D5. In rare cases, when it is necessary to depute a student to a conference or short term course to learn a new skill that will be beneficial to the department, the director at his discretion, may permit a student to attend a conference, workshop or short term course without presenting a paper.
- D6. Except for cases covered under clause D3, all applications from students will be considered by dean(AA) on recommendation of supervisor of the student and the HOD.
- D7. For students (B. Tech. to Ph.D.) the Institute's support shall be limited to :



- ii) Travel expenses by train in entitled class, bus or other public transport, plus lump sum local travel expense and per diem as fixed by Senate from time to time. Normally, for postgraduate and research students the entitled class will be that given to employees of pay band PB-1, while for B. Tech. and M.Sc. students (2 year & 5 year) it will be sleeper class.

Sponsored R&D projects and external support may permit higher reimbursement, subject to guidelines of the sponsors.

D8. The number of such funding will be limited to the following ceilings.

Research students - one conference each semester  
(M. Tech.(R) and Ph.D.)

All other students - one conference in career

The semester boundaries for this purpose shall be July 1 and January 1.

D9. Students granted withdrawal will not be eligible for financial support from institute fund, but may be supported from project funds.

D10. Post doctoral fellows may be given support once every semester, the reimbursement of expenses being same as those for faculty members.

D11. Conferences organized by well known professional societies, industry associations or reputed institutions such as NITs, IITs, IIMs, IISERs, NISERs, CSIR and other Government laboratories and public and private universities are normally eligible. Participation in one-time conferences organized by small institutions or by commercial agencies can be permitted after examining the contents and list of participants on case to case basis.

#### **E. MISCELLANEOUS ISSUES:**

E1. When conferences, symposia or short term courses are hosted by the institute, they will be fully open to faculty, staff and students of the Institute for participation without paying registration fee. Such participation shall, however, not include board, lodging, bags, folders, proceedings and course notes normally made available to registered participants. The local organizing committee of the conference, however, may extend higher courtesy at its discretion.

E2. Conferences hosted by the Institute shall also extend the facility of full registration to institute faculty, officers and research scholars with a token registration fee of 25% of the normal registration fee. Attendance in such a conference will not count towards the "one conference per year" limit set by the institute. Dean (FW) will approve participation if he is convinced about the strong relevance of the conference to the faculty member's academic interest.



sources that contain a provision for deputing faculty members to conferences in India and abroad. Depending on the terms of the grant and funds available, deputation under such special grants may or may not be counted under the limitations given under Section A or B. Specific notification will be made outlining the policies for each project.

- E5. In exceptional cases the Director, at his discretion, may sanction the facility of financial support to attend a conference, symposium, workshop or short term course in India or abroad to non teaching personnel other than officers.
- E6. Faculty members on sabbatical or extraordinary leave, except those granted EOL or lien to accept an alternative regular or contractual employment, may be given travel support at the discretion of the Director within one year of starting the leave period.

#### F. EXCEPTIONS

- F1. Notwithstanding anything contained in these regulations, the director at his discretion may depute any faculty member, officer or supporting staff to any conference, workshop, tutorial or short term course in India. The director, if circumstances so dictate, may cancel permission granted by the Dean(FW) to a member of the faculty or staff to attend a conference or workshop in India.
- F2. Notwithstanding anything contained in these regulations, the director, may depute any faculty member or officer for attending an overseas conference with or without presenting a paper and sanction funds as he thinks fit. Such deputation will be recorded and presented to the Board of Governors for its information in its meeting following the approval.