



# **SRI BALAJI VIDYAPEETH**

Pillaiyarkuppam, Pondicherry - 607 402

A decorative graphic consisting of several parallel blue lines of varying shades, starting from the left edge and converging towards the right, creating a sense of depth and perspective.

## **SBV POLICY ON PROVIDING FINANCIAL SUPPORT**

**TO FACULTY TO ATTEND CONFERENCES / WORKSHOPS**

**2014**

# **SRI BALAJI VIDYAPEETH (SBV)**

(DEEMED -TO -BE- UNIVERSITY)

PILLAIYARKUPPAM, PONDICHERRY 607 402



## **SBV POLICY ON PROVIDING FINANCIAL SUPPORT TO FACULTY TO ATTEND CONFERENCES/ WORKSHOPS - 2014**

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**TITLE AND APPLICABILITY: SBV POLICY ON PROVIDING FINANCIAL SUPPORT TO FACULTY TO ATTEND CONFERENCES/ WORKSHOPS - 2014**

This policy on providing financial support to faculty to attend conferences/ workshop is applicable to faculty of all cadres.

**PREAMBLE**

The University aims to improve overall research performance and promote research activities undertaken by various faculty members and students. This Research Incentive intends to provide financial support to faculty / students who undertake research activities / reward staff for successful publication or presentation of research outputs in National / International conferences and workshops

**PURPOSE**

The policy has in primarily prepared with a view to fostering continues education and capacity building, as exemplified by enabling the faculty members to attend conferences and workshop for faculty development, besides contributions to the university as a whole.

**SCOPE**

**Faculty**

- a) All faculty (Asst. Professor and above) who are in regular service and completed one year of service.
- b) The faculty will be eligible for one reimbursement claim per year for National conference and once in two years for International conference as per Calendar Year (January to December).
- c) The Faculty should be the presenter of the paper / invited speaker / orator / chairing a session/member of panel discussion or judge for a prize session, provided no other agency has given financial help for the same. The research work should be the outcome of the research done in the SBV. Presentation of single case report either as an oral or poster presentation is not eligible for full financial support.

- d) If a faculty does not fulfil any of the above criteria, if they produce evidence of attending National / International / regional conferences / workshops they will be given a fixed amount of Rs.1000

## **FUNDING**

### **Faculty**

- a) Registration fee: Only early bird registration fee will be paid and restricted to Rs.5000 only.
- b) TA will be payable to those faculty who are principal author of a paper/poster presented at the conference.
- c) TA will be paid at the cheapest (shortest route) economy air fare rates if the distance to the conference venue is more than 600 kms from headquarters. If the distance is less than 600 kms, TA will be paid at 1<sup>st</sup> Class Rail fare.
- d) Air ticket should be booked at least 15 days before the travel.
- e) Taxi fare of Rs.3,000/- (Rupees Three thousand only) will be sanctioned for the to and fro journey from Pondicherry to Chennai (for SBV campus).
- f) For SSSMCRI, Taxi fare to Chennai airport drop or pick up one way fare is Rs.1150/- ( to & fro : Rs.2300/- and after 10.00 PM, it is Rs.1500.(to & fro: Rs.3000/-)
- g) Those are travelling by own care/Taxi, the TA will be restricted to Rs.8/- per KM. Road travel is limited to a maximum of 600 KM. (includes to and fro distance)
- a) Travel support will be restricted to II AC train fare or Bus fare by shortest route
- a) For PG and Ph.D students, only early bird registration fee will be paid and restricted to Rs.2,000/- only.
- b) For ICMR-STs(UG), Rs.2,000/- towards registration fee

### **For INTERNATIONAL CONFERENCE**

**Delegation fee (limited to a maximum of Rs.15000) and 50% of cheapest airfare maybe sanctioned to those Faculty who have completed 3 years of regular service and those who fulfill the following requirements:**

- i) The faculty will be eligible for one international reimbursement claim every 2 years.
- ii) Their papers should be of a high quality based on work done at SBV and invited specifically by the organizers to the conferences for presentation in view of the importance of the paper.
- iii) Routine submission by the authors and acceptance as Poster or Paper without a specific invitation in their name will not qualify.
- iv) The claimant should be the first author in the Podium or Poster presentation.
- v) Further, those who receive awards for best papers at the Conferences will also qualify for reimbursement of delegation fee (Rs 15,000 maximum) and 50% of travel expenses, provided they do not receive any other financial support for attending conferences
- vi) Air fare will be restricted to cheapest economy class. It should not exceed Air India fare on the day of booking. Air ticket booking should be done at least one month in advance.
- vii) The decision on reimbursement of delegation fee and travel expenses to participants for international conferences are made personally by the Chairman of the SBV Trust

#### **PROCEDURE FOR GETTING PRIOR PERMISSION AND REIMBURSEMENT**

Along with the request for reimbursement of TA/Delegation fees, the following should be submitted:


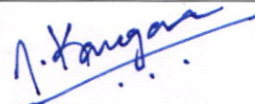

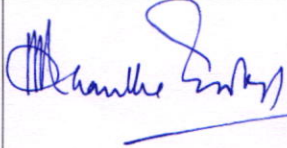
- a) Prior permission should be obtained from the supervising authority (HOD and Dean) at least 15 days before attending the conference/ workshop. A copy of this is to be sent to the Office of Dean (Research).
- b) The Supervising Officers should mention in the approval letter that such an attendance or training or workshop is beneficial to the Institute.

- c) Prior sanction to be obtained from the undersigned for quantum of refund against delegation fee, TA, etc., at least 15 days before attending the conference.
- d) Certificate of attendance (Original)
- e) Proof of presenting scientific papers/ posters and giving Guest Lectures, etc., in the CME programme, Conferences
- f) Delegation fee receipt (Original)
- g) Air – ticket and boarding pass for air travel and original tickets of train, bus and taxi receipt to be submitted
- h) Prescribed format should be submitted for prior permission and reimbursement

**COMMITTEE FOR APPROVAL OF FINANCIAL SUPPORT TO FACULTY TO ATTEND CONFERENCES/ WORKSHOPS**

The following Committee will consider allotment of seed money for research and the reimbursement request (for attending workshops/conferences) approval:

- a) Dean ( Research) - Chairman
- b) Dean-MGMCRI - Member (for MGMCRI)
- c) Dean-SSSMCRI - Member ( for SSSMCRI)
- d) Principal-KGNC - Member ( for KGNC)
- e) Principal-IGIDS - Member ( for IGIDS)
- f) G.M ( Finance) - Member
- g) Registrar - Member
- h) HOD - Member ( for respective Dept., faculty)
- i) Sr. Statistician & Res. Consultant- Member - Secretary

Sl.No	Role	Name	Designation	Signature
1	Prepared by	Dr. Selvaraj Stephen	Professor of Microbiology, MGMCRI	
		Mr. KannanAiyar	General Manager (Finance), SBV	
		Dr.A.R.Srinivasan	Registrar,SBV	
2.	Reviewed by	Dr. Ananthakrishnan N	Dean of Research &PG Studies, MGMCRI	

**Approved by :** Dr.Sethuraman K.R , Vice Chanellor, SBV . 