



SRI BALAJI VIDYAPEETH

(ACCREDITED WITH 'A' GRADE IN THE FIRST CYCLE BY NAAC)

Pillaiyarkuppam, Pondicherry - 607 402

SBV POLICY ON PROVIDING FINANCIAL SUPPORT

**TO FACULTY AND STUDENTS TO ATTEND CONFERENCES/
WORKSHOPS AND PAYMENT OF MEMBERSHIP FEE OF
PROFESSIONAL BODIES TO FACULTY**

2019

(Revised Edition of 2014)

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(DEEMED-TO –BE- UNIVERSITY)

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Prepared by	Reviewed by	Approved by
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<p>Date: 30-10-2019</p>	<p>Date: 21-11-2019</p>	<p>Date: 10-12-2019</p> <p>BoM Approval: 17-12-2019</p>

Document Revision History

Date	Edition Number	Brief Description of change	Change Request Number
29-05-2014	Original	----	-
17-12-2019	First Revision	<p>Category of Students included under the Scope of the Policy</p> <p>Category of Students included under the Funding</p> <p>Under Funding, the early bird Registration Fee revised to Rs.8000/-</p> <p>Taxi Fare to and fro from SBV Campus to Chennai revised to Rs.6000/-</p> <p>The maximum Limit for Delegation Fee for International Conference revised to Rs. 25000/-</p> <p>Inclusion of General Manager (Admin), SBV in the Committee for approval of Financial Support</p>	<p>SBV - FA - PL-ORG/2014</p> <p>Page 4</p> <p>Page 5</p> <p>Page 4</p> <p>Page 4</p> <p>Page 5</p> <p>Page 7</p>
		<p>Inclusion of norms for incentives to faculty who are attending National and other CMEs, Workshops but are not presenting paper / poster and giving guest lectures at CMEs etc</p> <p>Inclusion of provision for annual membership fee of professional bodies for faculty</p>	Page 7

TITLE AND APPLICABILITY: POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO FACULTY AND STUDENTS TO ATTEND CONFERENCES/ WORKSHOPS AND PAYMENT OF MEMBERSHIP FEE OF PROFESSIONAL BODIES TO FACULTY - 2019

This policy on providing financial support to faculty to attend conferences/ workshop is applicable to faculty of all cadres and students across all the constituent colleges and centres and payment of membership fee of professional bodies to faculty.

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. The statutory councils call for mandatory activities leading to the personal growth as well as contributions to the institutions. Furthermore ranking and accreditations activities call for the faculty members to present papers of repute at various national and international forums. Hence a policy aimed at promoting such activities as described herein would propel the all-round growth and development of SBV. In the comity of higher educational institute nationally and globally as well

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

Students:

Eligible for one reimbursement claim per year for National/Regional conference.

(a) PhD and Postgraduate students who have completed 2 years of course. Should be first author of the paper to be presented as an oral presentation. The research work should be the outcome of the research done in the SBV.

(b) ICMR STS award students who are selected for prize session and making oral presentation as first author.

FUNDING (FOR NATIONAL CONFERENCES)

Faculty

- a) Registration fee: Only early bird registration fee will be paid and restricted to Rs.8000 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 1st Class Rail fare.
- d) Air ticket should be booked at least 15 days before the travel.
- e) Taxi fare of Rs.6,000/- (Rupees six 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/- After 10.00 PM, the taxi fare will be Rs.1500 for one way (to & fro: Rs.3000/-)
- g) Those are travelling by own Car/Taxi, the TA will be restricted to Rs.10/- per KM. Road travel is limited to a maximum of 600 KM. (includes to and fro distance to the venue)
- a) Travel support will be restricted to II AC train fare or Bus fare by shortest route

Students:

- 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 CONFERENCES

Delegation fee (limited to a maximum of Rs.25000) and 50% of cheapest airfare may be sanctioned to those Faculty who have completed 3 years of regular service and those who fulfil 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) In the event the faculty participate in the conference at their own cost, but receive awards for best papers / posters at the conference they also will be eligible for reimbursement of a maximum of Rupees twenty five thousand and 50 % of travel expenses, provided they do not receive any other financial support for attending the conference, subject that they have completed three years of regular service.

- 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 will be decided 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 Dean – Research for quantum of refund against delegation fee, TA, etc., at least 15 days before attending the conference.
- d) Certificate of attendance (Original) has to be submitted after the programme.
- e) Proof of presenting scientific papers/ posters and giving Guest Lectures, etc., in the CME programme, Conferences has to be submitted after the event.
- f) Delegation fee receipt (Original) to be submitted.
- 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 (Admin) | - | Member |
| g) G.M (Finance) | - | Member |
| h) Registrar | - | Member |
| i) HOD
faculty) | - | Member (for respective Dept., |
| j) Sr. Statistician & Res. Consultant- | Member - Secretary | |

NORMS FOR INCENTIVES TO FACULTY WHO ARE ATTENDING NATIONAL / INTERNATIONAL AND OTHER CMEs, WORKSHOPS BUT ARE NOT PRESENTING PAPER / POSTER AND GIVING GUEST LECTURES AT CMEs ETC

- The facility is offered to all faculty once in a year.
- The term conference will cover all annual conferences of National / International / Regional conferences / Workshops. For other conferences, eligibility will be decided on a case by case basis by the Committee.
- Certificate of attendance (Original) should be submitted with the request for sanction of their incentive amount.
- On satisfaction of the above criteria, they will be given a fixed amount of Rs.1000/-

PAYMENT OF ANNUAL MEMBERSHIP FEES FOR PROFESSIONAL BODIES FOR FACULTY

The faculty will be eligible for annual membership fees for professional bodies during their tenure of service.

INVOLVEMENT OF MEDIA, IF ANY

Nil

INVOLVEMENTS, IF ANY OF MAJOR FINANCIAL IMPLICATIONS CONCERNING EXTERNAL AGENCIES

Nil

EXCEPTIONS, IF ANY

Not applicable

ANY OTHER PERTINENT DETAILS

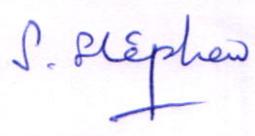
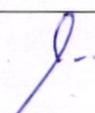
Not applicable

ENQUIRIES

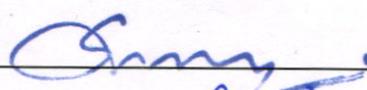
All enquiries, in confidence, should be addressed to the legal officer with a copy marked to the Registrar

APPELLATE AUTHORITY

For all difficulties pertaining to this policy, the power to remove difficulties rests with the Vice Chancellor.

Sl.No	Role	Name	Designation	Signature
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		Dr. Selvaraj Stephen	Assoc. Dean – Research, MGMCRI	
		Dr. A. R. Srinivasan	Registrar, SBV	
2.	Reviewed by	Mr. Ralph Alexander Matthews	Legal Officer & Head, HR	
		Dr. Adithan C	Dean Research , SBV	

Approved by :Dr.Subhash Chandra Parija, Vice Chanellor, SBV


S.C. Parija