



### Key Indicator 6.3: Faculty Empowerment Strategies

**METRIC NO. 6.3.2 :- Policy document on providing financial support to teachers**

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1	Guidelines for Financial Assistance from Sanstha (in the form of Standing order)	2-4

*Certified documents*  
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Office of the Executive Director  
Lokmanya Tilak Jankalyan Shikshan Sanstha,  
Lokmanya Tilak Bhavan, Laxminagar, Nagpur  
Tel: 0712-2230665, 2235777, Direct-2245121, Fax 2221430

LTJSS/ED/ESTT/2012/3266

Date: 18/04/2012

**STANDING ORDER:**

**Subject:-** Revision in financial assistance for presentation of research papers in National/International Conference.

**Ref:-** This office Standing order No. LTJSS/ED/ESTT/2012/32 Date: 24/02/2012  
Standing order No. LTJSS/ED/ESTT/2012/ 3266 Date: 18/04/2012

The following amendments were already made in the above standing order No. LTJSS/ED/ESTT/2012/322 Dt: 24/02/2012. for presenting the paper in National/international Conference.

- Registration fee which was allowed as 100% for presenting a paper in National/international conference held in India is modified to 50%.
- A provision for joining LTC+ International Conference outside country is withdrawn, which means that only one claim, out of a claim for LTC or a claim for international conference will be allowed.

In addition to this, following amendments may please be noted and implemented with immediate effect.

- > Financial assistance shall be extended to the faculty members to attend the national/international conference held in India only **twice in a year.** (1<sup>st</sup> July to 30<sup>th</sup> June)
- > In case of more than two national/international conference in India, the faculty members will have to attend the conference at their own cost.
- > While recommending any application HoD should ensure that academic does not suffer.
- > Financial Assistance for **International Conference** outside India will be provided to individual teacher once in **three years.**
- > Adhoc faculty members, who have completed at least 1 year of service with the institute, shall be granted duty leave (with prior permission of Principal and HOD) for attending national/international conference in India twice in a year.
- > **Adhoc faculty will not be entitled for any financial assistance.**

All Principals are requested to bring it to the notice of teaching faculty and note the above changes while recommending respective claim.

The revised reimbursement claim form shall be used while recommending the claim.  
Note: This standing order supersedes the previous standing order on this subject.

By the order of Management.

*Registration*

- Inform the Heads.
- Heads are requested to bring it to the notice of teaching faculty.
- Do the needful.

Copy submitted to the Director (GB) for information  
Copy to: Principals PCE, LTCE, PIET, BCCE, ILCE, PIGCE  
Copy to CAFO Mumbai, CAFO LTJSS

Std. ord-12-22-Conference-Amendment 2

(O.S. Bihade)  
Executive Director  
Lokmanya Tilak Jankalyan Shikshan Sanstha

- Copy to Vice-Principal for kind information
- Copy to Dean (R&D), Dean (Acad) Sr. Classes, Dean (Acad) - 1<sup>st</sup> Year for information.
- Copy to All HoD (s): Civil/Mech/EP/CT/IT/EN/ET/Aero/App. Phy/1/2 App.Chem/App.Maths/Humanities/MBA, MCA for information & circulation amongst staff.



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LTJSS/ED/ESTT/2011/3220

Date: 10-05-2012

**Standing Order:**

**Subject: Revised Guidelines for Financial Assistance for Participation in Conferences**

**References:**

- i) LTJSS/ED/ESTT/2011/096 Date: 16-05-2011
- ii) LTJSS/ED/ESTT/2012/3220 Date: 24/02/2012
- iii) LTJSS/ED/ESTT/2012/3266 Date: 18/04/2012

**Introduction:**

- Financial assistance is provided when teacher is invited for presenting a research paper in conference.
- In the review, it was observed that claims are not made in true spirit of the scheme, and accurate scrutiny is also not done. Therefore it was decided to issue revised guidelines.
- The Heads of the institutions are requested to please circulate these revised standing orders for further communication to the teaching faculty through HoDs.

**Financial Assistance Permissible:**

SN	Particulars of claim	State Level	National Level	International Level In India	International Level outside India
01	Registration fee	50 %	50 %	50 %	50%
02	Bus fare to and fro Bus journey	75 %	75 %	75 %	Nil
03	Train fare to and fro AC3	50 %	50 %	50 %	Nil
04	Air travel	Limited to AC3 fare	Limited to AC3 fare	Limited to AC3 fare	Asian Countries Rs 10,000/- Other Countries Rs. 20,000/-

**Coverage:**

- The financial assistance shall be provided only to the approved teachers of engineering colleges of the Sanstha.
- The teachers working on *ad hoc* basis will be permitted to present paper without claiming financial assistance.

**Permission before Conference:**

- The teacher may submit paper to the organizers directly. However, it does not guarantee the permission.
- After invitation is received, the teacher shall apply in the prescribed format 'B' through HoD for permission along with a copy of i) invitation letter ii) a copy of paper. (Format 'B' of application enclosed)
- HoD shall ensure that
  - teacher is the first author of paper,
  - No other author is PG student of the same college,
  - duty leave is as per norms herein,
  - alternative arrangement is made to engage classes,
  - engaging extra classes to cover the probable academic loss before attending conference.
  - number of conferences attended during the current academic year,
  - teacher applied to the agencies such as AICTE, DST, UGC etc., for financial assistance even if the International conference is in India. (This is not applied to National conference)
- If permitted, the teacher shall attend the conference initially at own cost which will be reimbursed subject to conditions mentioned herein.
- Principal is the competent authority for granting permissions.

**On coming back:**

- HoD shall ensure the following.
  - certificate of presentation from organizers is submitted,
  - speech based on paper is organized for the faculty.
  - a copy of paper is submitted for sending it to the library.
  - reimbursement claim is submitted within 4-5 days.

Stdg-ordr-12-25-Revised Stdg Ord- Conference Expenses



**Duty Leave:**

- One day duty leave is allowed on the day of presentation.
- Duty leave for the journey shall be allowed – for one way distance 901- 1250 km-> 1 day, for 1251 & above 2 days.
- If period of absence exceeds the permissible duty leave, the teacher shall have to submit application for leave.
- Record of duty leave of all the employees should be maintained by office and HoD.
- Teachers on Adhoc basis will be eligible for one day duty leave for presenting paper at own cost.

**Limitations:**

- Sanstha reserves right to sanction the claim for reimbursement.
- The financial claim will be reimbursed only if the paper is presented and not for simply attending conference.
- Financial assistance is provided twice in one academic year for national/ international conference in India.
- Financial claim will be allowed only once in three years for the conference outside India.
- If teacher desires to present the paper entirely at own cost he or she may be allowed by the Head of the Institution ensuring that academic does not suffer.
- The financial claim will be allowed only for the first author of the paper and if no other author is the PG student of the same college. However, it will be allowed for the work on Ph.D. under the guidance of the teacher.
- If the financial assistance is granted by any other agency, reimbursement claim will not be permissible.
- If grant from other agency is received after the reimbursement claim is realized from the Sanstha, teacher will refund the entire amount received within 3 days.
- Leave travel concession can not be clubbed with conference claim.
- If any claim is found to be false, teacher will be liable for disciplinary action.

**Financial Claim:**

- The financial claim should be submitted in the prescribed format 'A' along with following documents.
  - Presentation Certificate
  - Original Registration fee receipt.
  - Xeroxed copy of Train tickets/ Original Bus tickets
  - Original Boarding pass in case of air travel
  - A copy of paper presented

**Scrutiny by the office:**

- The Head of the Institution shall scrutinize the claim made by the teacher and ensure that
- The prior permission was granted.
- All documents are produced and all other requirements are complied with.


**Undertaking:**

- In case the teacher submits the reimbursement claim for International conference, teacher shall submit an undertaking in the enclosed format and it will be placed in personal file of the teacher.

**Service book entries:**

- Head of the Institution shall take entry in the service book without waiting for orders from Central office.
- Record of Financial Claim:
- A separate register should be maintained. One page should be provided for each teacher separately. Reimbursement claim should be submitted to the central office only after recording in the register.
- In case claim is rejected by the central office, entry may be reversed.

**By the order of Management**

  
(O.S. Bihade)  
Executive Director

- Copy submitted to Director (GB), LTJSS for information.
- Copy to Director LTJSS for information and necessary action.
- Copy to the Principals PCE, LTCE, PIET, BCCE, JLCCE, PIGCE for necessary action.
- Select file, CAFO