



**VELAGAPUDI RAMAKRISHNA
SIDDHARTHA ENGINEERING COLLEGE
(AUTONOMOUS)
Kanuru, Vijayawada-520007, AP, India**

**Policy document on providing financial support to
Faculty for attending Continuous Education Programme**

The college supports continuous education programme and research by the faculty by providing logistical support and access to labs, digital libraries etc. The faculties also focus on up-gradation to ensure that they keep themselves updated with the new technologies and innovation to meet the challenges and impart the same to the students.

The policy on providing financial support for the empowerment of faculty is proposed and approved by the Governing Body of the college and is appended below:

Extract from the Minutes of the meeting of the Governing Body of Velagapudi Ramakrishna Siddhartha Engineering College, Autonomous, Vijayawada held at 10.30 a.m on 08-06-2013 in the chambers of the Principal, Velagapudi Ramakrishna Siddhartha Engineering College, Vijayawada – 520 007.

3. Faculty and Staff Development for improved Competence based on Training Needs Analysis (TNA):

a) Enhancing Development of faculty: Up Gradation of faculty:

- It is resolved to approve to pay annual/semester tuition fee to faculty enrolled for Ph.D. in any recognized university/institution from this academic year 2013-14 and also it is approved to pay the tuition fee to the faculty registered for Ph.D earlier on part time basis and continuing research provided that registration is valid.
- It is resolved to approve to pay the amount spent by the faculty pursuing research on consumables used exclusively for carrying out experimentation on production of the required bills supported by the letter of confirmation by the research supervisor (Maximum of Rs. 10,000 /-). If the expenditure is above Rs. 10,000/-, BOG approval is required.
- It is resolved to reimburse the tuition fee to the faculty with B.Tech qualification enrolled in other institutions for pursuing M.Tech in the year 2013-14, subject to the condition that they must be

qualified in GATE / PGECET.

b) Improving Competence in Teaching, Training, R & D, Linkages, etc.,

It is resolved to approve to pay travel, boarding, lodging and sundry expenses / allowance as per the approved rates for the following activities.

- Interaction with peer groups within India and abroad for knowledge sharing on R & D activities, for preparation of combined proposals to submit to funding agencies. If the interaction is in abroad, the approval of BOG and SPFU / NPIU is mandatory.
- If number of the faculty to attend any FDP/ Pedagogy programs/ any thrust area is more than twenty, the program will be organized within the Institution by inviting the experts from outside and bearing all their expenses , so that more number of faculty are benefited.
- For discussions to establish linkage with industries, academic and research institutions.
- For improving competence in research and consultancy

c) Deputation of faculty to Seminars / Conferences for presentation of Research papers.

- It is resolved to approve to pay Conference / Seminar fee, travel expenses, boarding and lodging and other sundry expenses/ allowance per approved rates for the faculty for presentation of papers at conferences / seminars held within India or abroad which are sponsored / organized by reputed Universities / Institutions, and bodies like. IEEE, ASME etc.,
- **Travel Abroad:** For participation in Workshops, Presentation of Papers in Conferences, Joint R & D, Development of Joint Proposals, faculty need to take approval from SPFU/NPIU. They need to apply with all relevant proofs, to the SPFU through Institutional TEQIP unit. It is resolved to reimburse the expenses and daily allowances as per the applicable norms.

d) Organizing Subject Area Training Programmes, Workshops,

Seminars and Conferences: (within India)

- It is approved to conduct subject training for 2 to 3 days with a maximum of 3 experts in that area. The maximum expenditure is allowed for a 2- day programme is Rs. 50,000/- and 3- day programme is Rs.75,000/-
- It is approved to conduct one week/two week faculty development programme on Domain Knowledge. The maximum expenditure on one week programs is Rs. 2.00 Lakhs and 2-week programme is Rs. 4.00 Lakhs which includes:
 - Hospitality and honorarium to participants.
 - Venue and logistical arrangements

- Replication of printed training material
 - Publication of proceedings
 - Travel, boarding & lodging for experts invited
 - Pre- FDP expenses
- Minimum number of participants for all above programs should be 20.
- It is proposed to spend maximum amount of Rs. 50,000/- for conducting one day Workshop/Seminar to impart training or latest technologies related to specific domain, to provide hands on training on latest software and equipment etc., Minimum Number of participants should be 20.
- **Conference:**
- o It is resolved to approve to incur a maximum expenditure of Rs. 5.00 lakhs to conduct National Conference and Rs. 10.00 Lakhs an International Conference on up coming technologies. Prior approval in BOG is required to organize National / International conferences.

e) Enhancing Staff development:

- It is resolved to approve to pay the course fee travel expenses, boarding, lodging, and sundry expenses as per approved rates when the technical / support / Administrative staff are deputed outstation to another Institution/Organization for Training in their functional areas, operation and routine maintenance of new and existing equipment.
- It is approved to organize in house training programmes for Technical & Administrative staff.

4. Enhanced Interaction with the Industry:

- It is resolved to approve to pay the travel cost, hospitality and honorarium as per approved rates for industry experts participated in the institution for:
- Curriculum Development
 - Curriculum revision
 - Student assessment

- Delivering expert lectures
 - Participation in BOS, Academic Council and BOG
 - Participation in faculty recruitment
 - Any other issues related to the development of the academic system which include students, faculty and academics.
- It is approved to pay the entire hospitality charges for industry experts visiting the campus during Campus Interviews-.
- It is approved to pay the expenditure for providing entrepreneurial training specialized skills training, and training in Soft Skills required by Industry.

5. Institutional Management Enhancement Capacity:

- a) It is resolved to approve provide Training of Institutional Officials and Senior Faculty on
- Implementation of reforms – outcome based education etc.,
 - Training on Managerial Skills.
 - Study the systems adopted by various prestigious Institutions in India and Abroad to improve internal and external efficiencies of the institution.

It is approved to pay the course fee, travel , boarding, lodging and sundry expenses in India, and abroad as per the approved rates for the items mentioned above.

- b) It is approved to pay costs incurred on providing orientation of BOG members.
- c) It is proposed to sponsor the study tours, allowed in both in India and abroad as per norms of SPFU/NPIU.

10. Following are the approved norms and rates for payment of TA, DA and Lodging, and others sundry expenses under TEQIP –II S.C.1.2

a) Approved Norms for payment of TA, DA & Lodging of faculty and Staff

Sl. No	Designation	Travelling Allowance		Dearness Allowance & Lodging charges		Sundry Expenses
		Within India	International	Within India	International	Within India/Internation
1	Professor or Principal, Director, Dean, Teqip Co-ordinator or equivalent	Air fare with Economy class, through shortest route or Train fare with A.C. I Class or Rs. 12/- per k.m. is allowed for their own car.	Air fare with Economy class and A.C. I Class within India	Lodging: Rs. 2,000/- per day or Actuals which ever is lower. DA: Rs. 500/- per day	Lodging: actuals not more than US\$ 100/- per day DA: US\$ 50/- per day	considered on case to case and finalised on production of relevant proofs.
2	Associate Professor or Equivalent	Train fare with II Tier A.C./ Bus fare if Train facility is not available.	Air fare with Economy class and Train fare with II Tier A.C. within India	Lodging : Rs. 1500/- per day or Actuals which ever is lower. DA: Rs. 400/- per day	Lodging: actuals not more than US\$ 100/- per day DA: US\$ 50/- per day	considered on case to case and finalized on production of relevant proofs.
3	Assistant Professor or equivalent	Train fare with III Tier A.C./ Bus fare if Train facility is not available	Air fare with Economy class and Train fare with III Tier A.C. within India	Lodging : Rs. 1000/- per day or Actuals which ever is lower. DA: Rs. 300/- per day	Lodging: Actuals not more than US\$ 100/- per day DA: US\$ 50/- per day	considered on case to case and finalised on production of relevant proofs .
4	Staff	Train fare with III Tier A.C./ Bus fare if Train facility is not available	Not permissible	Lodging : Rs. 1000/- per day or Actuals which ever is lower. DA: Rs. 300/- per day	Not permissible	considered on case to case and finalised on production of relevant proofs .

local conveyance: Auto / Taxi charges are allowed on production of actuals.

b) **Approved Norms for payment of TA, Lodging & Honorarium for the External Members from Industry and Academia**

	Attending for delivering expert lectures and Workshops, Seminars, Motivational talks and other faculty Development Programmes	Attending for Governing Body, Academic Council, Board of studies and other meetings of joint research proposals.
Travelling Allowance	Air fare with Economy class, or Train fare with A.C. I Class or Rs. 12/- per k.m. if travelled by Own car or Rs. 16/- per km	Air fare with Economy class, or Train fare with A.C. I Class or Rs. 12/- per k.m., if travelled by own car
Lodging charges	Lodging is to be provided in a decent Hotel	Lodging is to be provided in a decent Hotel
Honorarium	<ul style="list-style-type: none"> ➤ From IITs Govt. R&D departments/Industries - Rs. 5,000/- per Session ➤ NITs Rs. 4,000/- per session ➤ Universities - Rs. 3,000/- per session ➤ Session - 2 to 3 hours. The maximum sessions allotted for each expert can't be more than Two per day. ➤ No Honorarium for Internal faculty members 	<ul style="list-style-type: none"> ➤ Rs. 5,000/- per day for Governing Body and Academic Council members. ➤ Rs. 3,000/- per day for Board of studies members and other members who attended for joint research proposals.




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 V.R. Siddhartha Engineering College
 AUTONOMOUS
 VIJAYAWADA-520 007