



CHARUSAT
CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

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Criteria 6

Metric 6.3.2	List of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies
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Supporting Document

**Policy documents on
providing financial support to teachers**

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Objective:

The Policy is meant to facilitate all the employees (Teaching cadre and Non-Teaching cadre of constituent institutes of Charusat) who wish to attend Conferences, Seminars, Workshop, Short Term Training Program (STTP), Faculty Development Program (FDP), Symposium, Industrial Training etc. for their knowledge enhancement and professional development.

To get wider exposure in academic and research fields, Teachers submit their Papers/Posters to various Institutes/Bodies/Agencies. If their Paper/Poster is/are selected then guidelines for applying to participate in such event and their eligibility criteria to availed financial assistance are as under:

1. Aspects about availing financial assistance from CHARUSAT :

Stages	Type of Activities/Process	Documentation and Correspondence System
1	To submit an application in prescribed Performa of CHARUSAT to respective HoD/Principal.	<ul style="list-style-type: none">• Duly filled in prescribed pro forma• Details of Program with Day, Date, Venue, Resource Person, Contact details etc.• Abstract or full text of the paper/talk etc.• Acceptance/ invitation by name to present paper/chairperson/deliver plenary and/ or invited talk etc.• No objection certificate from the co-authors irrespective of the order of the authorship
2	Evaluation of the application by HoD/Principal and forward to Registrar/Provost with necessary Remarks	<ul style="list-style-type: none">• Recommendations of the reporting authority of the parent department/institute in the prescribed Performa. (Evaluation criteria as per Annexure -1)
3	University shall decide for financial assistance based on norms of CHARUSAT.	<ul style="list-style-type: none">• All austerity measures like discount on training fee, accommodation etc. should be availed. The Air travel. If allowed, shall be undertaken only under the available affordable/economy class airfare.• Guidelines for Expenses (i.e.: Travelling by Train, Lodging & Boarding Expenses and Miscellaneous Expenses etc.)are attached as Annexure : 2, Annexure : 3.
4	Communication of the decision to the employee through HoD/Principal	<ul style="list-style-type: none">• HR Section shall communicate.
5	Teacher takes subsequent action.	<ul style="list-style-type: none">• After Participation, the employee shall prepare a detailed report about gains from the participation. He/She shall give a presentation in the Dept./Institution along with action plan about implementing feasible activities amongst the gains

- Only Permanent employees will be financially assisted by Charusat to participate in any national level event.
- Permanent employees, who have completed three years of service at Charusat, shall be eligible to seek financial assistance from Charusat to participate in event outside India.
- On Return after attending event outside India, which is financially assisted by Charusat, employee shall have to serve for minimum period of one-year duration. However, Other Appointment terms and service conditions shall remain unchanged.

2. **Submission of Application for participation in National/ International Conference/Seminar/Workshop/Symposium/ STTP/FDP/Industrial Training etc.**

Location	Time limit of Submission of Application
Within India	15 days ahead
Outside India	6 weeks ahead

- In India → Application should reach the University office in the prescribed proforma at least 15 working days prior to the commencement of the event.
- Outside India → Application should reach the University office in the prescribed proforma duly filled along-with all relevant information/documents at least 6 weeks prior to the commencement of the journey.

3. **Leave Administration:**

1. For such events leave shall be availed as per Charusat Service Rules
2. A member of faculty may be permitted to attend National/International Conference/Seminar/Workshop/Symposium/STTP/FDP/Industrial Training etc. on duty for a maximum period of 20 days in an Academic Year.
3. The period of duty leave permitted shall be limited to the actual period of event plus transit period.
4. The faculty members will be allowed to attend maximum two National level events in an Academic year, related to his/her work/specialization.
5. The faculty members will be allowed to attend only one International level event involving foreign travel during five years tenure at CHARUSAT related to his/her work/specialization.
6. For International Event, DL may be given to faculty for actual event and EL may be availed for Travel time. However, University shall take appropriate decision.

4. **Reporting & Feedback mechanism**

1. Person availing Leave for the purpose of attending Conference/Seminar/Workshop/Symposium/ STTP/FDP/Industrial Training etc. shall be required to give a talk in the department/institute highlighting the objectives and theme of such event, indicating his/her contribution in the event, stressing the benefit derived from the event and its relevance to the academic enrichment of the department/ institute.
2. He/she will also have to file a report along with action plan as to how the knowledge gained will be made useful for the department / institute.
3. The report is required to be submitted within 10 days after joining the duties, duly forwarded by Head of the Department concerned.

5. Financial Assistance from CHARUSAT :

Nature of participation	Cadre	Financial Assistance from CHARUSAT (In % of Estimated amount or actual expenses* whichever is less)		
		Event in India		Event outside India
		1 st Time	2 nd Time	Every time
Paper Presentation	Professor	100%	75%	75%
	Associate Professor			
	Asst. Professor			
Poster Presentation	Professor	100%	50%	50%
	Associate Professor			
	Asst. Professor			
Only Attending Seminar/Conference/Symposium etc.	Professor	75%	50%	25%
	Associate Professor			
	Asst. Professor			
Industrial Training/ STTP/FDP/Workshop	Professor	100%	100%	Nil
	Associate Professor			
	Asst. Professor			

*Actual Expenses for Travelling, Lodging and Boarding, Local Conveyances, Miscellaneous shall be incurred by employee as per upper limit mentioned in Annexure - 2 and 3.

1. It is desirable that the faculty members should avail the financial grant for registration fees, travelling, and accommodation from Government agencies like DST/AICTE/ICMR/UGC/CSIR etc.
2. If an employee avails grant from any other agencies then their financial assistance from CHARUSAT shall reduce by that amount.
3. CHARUSAT shall provide financial assistance up to the maximum limit of Rs.20,000/- for event within India in each Academic year irrespective of financial assistance from Charusat mentioned in above table.
4. CHARUSAT shall provide financial assistance up to the maximum limit of Rs.1,00,000/- for event outside India once in five years duration irrespective of financial assistance from Charusat mentioned in above table. However, the employee, before applying should approach DST/AICTE/ICMR/UGC/CSIR and /or other funding agencies for travel grant and their decision thereof is required to be attached along with their application to Charusat.
5. 50% of sanctioned amount may be given advance.
6. Employee must submit their actual Bills, Tickets and Vouchers etc. to settle the expenses.

Evaluation Criteria for giving priority to teacher for screening their application:

No	Particulars	Evaluation Criteria	Points
1	Is the participation in such event focused on improving the quality of teaching or research (or the institutional effectiveness)	All the evidence that this criterion has been met is strong and clear.	2
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1
		No evidence that this criterion has been met	0
2	Will the knowledge received by participation in such event will be useful / benefited to the students of CHARUSAT?	All the evidence that this criterion has been met is strong and clear.	2
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1
		No evidence that this criterion has been met	0
3	Is the event linked to the Institutional Development and to the current training needs assessment?	All the evidence that this criterion has been met is strong and clear.	2
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1
		No evidence that this criterion has been met	0
4	Is the action plan for how the applicant will share the information gained likely to have an impact on others beyond the applicant?	All the evidence that this criterion has been met is strong and clear.	2
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1
		No evidence that this criterion has been met	0
5	Has the Institution ensured that teaching or research duties will be appropriately continued during the travel period?	All the evidence that this criterion has been met is strong and clear.	2
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1
		No evidence that this criterion has been met	0

Note: Applicants will have to get at least one point in each category and get a total of at least 7 points in order for the application to be approved.

GUIDELINES FOR EXPENSES**A. Event organized within India:**

Fees for Registration	Registration fees to participate in below mentioned event at national level shall be as per actual.
Lodging and Boarding :	
Accommodation	The host should be requested for accommodation in their guest houses etc. if it is not available then other accommodation are allowed As per city Category Chart attached annexure 3
Food & Refreshment	Actual but not exceeding As per below mentioned limit.
Travel Fare	Railway expenses as per below mention details.

Expenses like Travel fare, Lodging and Boarding, Local conveyance and miscellaneous etc. to participate in event shall be incurred with following limits:

Nature of participation	Cadre	Category	Travel Reimbursable expenses (upper limit)	Daily Reimbursable expenses (upper limit per day)		
				Accommodation	Food & Refreshment	Local Conveyance & Miscellaneous
Paper Presentation	Professor	C1	Up to 1 st AC		Rs.800/-	
	Associate Professor	C2	Up to 2 nd AC		Rs.650/-	
	Asst. Professor	C3	Up to 3 rd AC		Rs.500/-	
Poster Presentation	Professor	C1	Up to 1 st AC	Actual but not exceeding as per city Category Chart attached as Annexure- 3	Rs.800/-	Actual but not exceeding as per city Category Chart attached as Annexure -3
	Associate Professor	C2	Up to 2 nd AC		Rs.650/-	
	Asst. Professor	C3	Up to 3 rd AC		Rs.500/-	
Only Attending Seminar	Professor	C1	Up to 1 st AC		Rs.800/-	
	Associate Professor	C2	Up to 2 nd AC		Rs.650/-	
	Asst. Professor	C3	Up to 3 rd AC		Rs.500/-	
Industrial Training/ STTP/FDP/Workshop	Professor	C1	Up to 1 st AC		Rs.800/-	
	Associate Professor	C2	Up to 2 nd AC		Rs.650/-	
	Asst. Professor	C3	Up to 3 rd AC		Rs.500/-	

- CHARUSAT is a member of Association of Indian Universities (AIU). Employee must give first preference to University's Guest Houses for accommodation
- Associate Professor in Pay grade of PB (37400-67000) with AGP – 9000 are to be considered in C2 Category. Others are considered in C3 Category.
- Provost, Registrar is to be considered in C1 Category, All other Non-Teaching cadres are considered in C3 Category.

B. Event organized Outside India:

Fees for Registration	Registration fees to participate in below mentioned event at abroad shall be as per actual.
<u>Lodging and Boarding :</u>	
Accommodation	The host should be requested for accommodation in their guest houses etc. if it is not available then other accommodation are allowed as per below mentioned limit.
Food & Refreshment	Actual but not exceeding as per below mentioned upper limit.
Travel Fare	AIR/ Railway expenses as per below mentioned details. Economic class Air travel expenses (To & Fro) and nearby Rail/Bus Station to Airport's travel expenses
Local Conveyance	Actual but not exceeding as per below mentioned upper limit.

Nature of participation	Cadre	Category	Travel Reimbursable expenses for Travelling in India (upper limit)	Daily Reimbursable expenses (upper limit per day)		
				Accommodation	Food & Refreshment	Local Conveyance & Miscellaneous
Paper Presentation	Professor	C1	Up to 1 st AC	\$50	\$20	\$30
	Associate Professor	C2	Up to 2 nd AC	\$50	\$20	\$30
	Asst. Professor	C3	Up to 3 rd AC	\$50	\$20	\$30
Poster Presentation/ STTP/FDP/ Workshop	Professor	C1	Up to 1 st AC	\$50	\$20	\$30
	Associate Professor	C2	Up to 2 nd AC	\$50	\$20	\$30
	Asst. Professor	C3	Up to 3 rd AC	\$50	\$20	\$30

- Currency of any country will be converted into Indian Rupees.

Annexure: 3

CITY CATEGORY		Accommodation			Local Conveyance & Miscellaneous		
Category	Location	Professor (C1)	Associate Professor (C2)	Asst. Professor (C3)	Professor (C1)	Associate Professor (C2)	Asst. Professor (C3)
A++	Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad, Secunderabad	5000	4000	3000	1000	1000	1000
A+	Pune, Ahmedabad, Noida, Gurgaon	4200	3300	2500	800	800	800
A	Cochin, Coimbatore, Chandigarh, Dehradun, Indore, Kanpur, Manglore, Madurai, Srinagar, Surat, Thiruvananthapuram, Tuticorin, Vadodara, Goa, Visakhapatnam, Mysore.	3500	2600	2000	700	700	700
B	<u>North</u> : Agra, Allahabad, Ambala, Baddi, Bhatinda, Bhilwara, Bikaner, Dhramsala,, Gwalior Haldwani ,Hissar, Jammu, Jaisalmer, Jodhpur, Jullunder, Karnal, Kashipur, Kota, Meerut, Mathura, Mohali, Muradabad, Muzafarnagar, Nangal, Panchkula, Panipat, Patiala, Rampur, Rohtak, Sahranpur, Solan, Udaipur, Varanasi, Lucknow, Ludhiana, Amritsar, Bareilly, Jaipur, Nagaur, Haridwar <u>East</u> : Agartala, Aizwal, Bhilainagar, Bokaro, Cuttack, Dibrugarh, Durgapur, Gangtok, Imphal, Jorhat, Patna, Rourkela, Rayagada, Silchar, Siliguri, Bhubanshwer, Ranchi, Gauhati, Jamshedpur, Shillong, Paradeep, Haldia, Barauni <u>West</u> : Ankleshwar, Akola, Aurangabad, Bharuch, Bhavnagar, Bhopal, Bhuj, Gandhidham, Guna, Jabalpur, Jamnagar, Mallegaon, Nagpur, Nasik, Porbandar, Raipur, Rajkot ,Silvassa, Thane, Ujjain, Veraval, Vijaynagaram, Vapi, Daman, Shivpuri, Ratlam. Itarasi, <u>South</u> : Ananthpur, Belgaun, Bellary, Erode, Gulbarga, Guntur, Hospet, Hubli, Hosur, Kanyakumari, Karnool, Kozhikode, Nellore, Palghat, Raichur, Salem, Tirupati, Tirupur, Trichy, Vijaywada, Warangal, Kakinada, Tirunelvali, Rajamundry, Adilabad, Bhimavaram, Bijapur, Kadapa, Nijamabad, Revulapalem, Srikakulam, Srikalhashti, Sriperambatur, Tedepalligudam, Taneku	2500	2000	1500	500	500	500
C	All other cities except A+,A, B & D	1800	1300	1000	350	350	350
D	Churu, Alwar, Dhangardha or any other place, villages or sites which are 40km away from main Town.	1300	1000	750	250	250	250

Guidelines:

1. Poster Presentation is generally recommended for Assistant Professors.
2. Professors are recommended to act as a Resource Person at STTP/FDP rather than attending any such event.
3. Employee should participate in any such event like attending Workshop/STTP/FDP/Seminars (of duration longer than 2 days)/Industrial Training during vacation period.
4. Air travel will be permissible for only International Travel. However, University may give permission for Domestic Air Travel looking to Cost, Man-hours saved and other such factors.
5. Professor will have to prefer IInd AC instead of First class AC in case of Travel by Rajdhani Express and Shatabdi Express Train.
6. In case of shorter distance (maximum up to 50 Km. - one way from base station), One can travel by own Two wheeler. Reimbursement of traveling expenses will be as per prevailing CHARUSAT Norms.
7. In case of shorter distance (maximum up to 100 Km. - one way from base station), One can travel by own Four wheeler. Reimbursement of traveling expenses will be as per prevailing CHARUSAT Norms.
8. To claim any type of expenses (i.e. Expenses incurred for Accommodation, Travel, Food and refreshment, Local Conveyance & Miscellaneous etc.) will be reimbursed as per actual within maximum limit as substantiated by the bills.
9. It is necessary and advisable that the place of stay is not too far from the place of event. So as to avoid waste of time & money on conveyance. In this case the individual shall take own Pragmatic judgment.
10. If two or more employees are traveling together, it is advisable to share accommodation and only one of them shall claim Accommodation expenses.
11. It is advisable to travel overnight.
12. Acts like giving false information, not attending the event fully, not giving report or acting on it (As per Reporting & Feedback mechanism mentioned in Index – 3) etc. shall invite strict disciplinary action up to termination of services.
13. CHARUSAT reserves the right to amend/alter/change or modifies this policy from time to time (or) take decision on issues, on case to case basis. The decision of the CHARUSAT will be final and binding to all the teachers of the CHARUSAT.

Expenses not permitted

- Fare (Air, train or bus) without tickets.
- Any Liquor or any alcoholic drinks.
- Separate claim of newspaper, magazines, tips, water bottle, tea/coffee, laundry, personal/official (all over India) phone calls, toiletries, personal care items and any other miscellaneous expenses will not be allowed as it is included in Miscellaneous charges.



Subject: Post COVID -19 pandemic - Revised leave guidelines:

Following shall be revised leave rules in Post-COVID 19 regime.

The revised rules shall be applicable for all the leaves for the current calendar year (i.e.: year 2020) till the active effect of COVID 19 pandemic.

No.	Details	Effect
1	Public Holidays	Public Holiday List 2020 as notified will be operational without change.
2	Casual Leaves	Total Casual Leaves admissible to a "Teacher" will be 8 days and to Non-teaching personnel" will be 10 days.
3	Vacation	There will be one week break on Diwali to all the employees from 12-11-20 to 18-11-20.
4	Earned Leave / Privilege Leave	Every permanent "Non-Teaching employee" will get earned leave / privilege leave on pro-rata basis where lock-down period and non-presence days of employees shall not be reckoned for calculation of EL/PL.
5	Special CL	<ul style="list-style-type: none">• Five days Special CL can be availed on permission.
6	Duty Leave	<ul style="list-style-type: none">• Duty leaves shall be availed up to three times.
7	Sick Leave	<ul style="list-style-type: none">• Total Sick Leaves admissible to employees will be 5 days for all permanent employees.• Sick Leaves shall be sanctioned at the University level.
8	Resignation /Relieving	Notice Period / Notice pay for fixed pay regime teachers in the case of their resignation /relieving during the academic year 2020-21 is augmented by 15 days. i.e. Now the notice period will be one month and fifteen days.
9	Pay Revision	Yearly pay revision for fixed pay regime employees is extended by two months. This will be applicable till the academic year 2020-21.
10	Availing financial assistance for participation in National/International/Conference/Seminar/Workshop/Symposium/STTP/FDP/Industrial Training etc.	<ul style="list-style-type: none">• All the employees shall be taking Webinars for the self-development. This normally has to be free. In exceptional cases, CHARUSAT shall provide financial assistance, which is reduced from Rs.20,000/- to up to the maximum limit of Rs.10,000/- for an event within India in the academic year 2020-21. However, employees are encouraged for free webinars.• Participation in events outside India through the foreign tour is suspended for the academic year 2020-21 and till further notice.


Devang Joshi
Registrar

