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Preamble:

The CHARUSAT university strongly believes in encouraging development and research activities in all domains of knowledge. As a result, to enhance efforts in this direction by further streamlining the process and encouraging research activities among employees, guidelines for the "Employee Development and Research Support Scheme" are being introduced for the following two categories.

- A. Financial Support for Participating in various National / International events by employees of the University
- B. Financial Support for Open Access Publication of Scholarly Work by the Faculty members of the university

The above schemes are framed to extend all levels of academic / research activities but not to any certification programme. Participation in various programmes / events should be contingent on academic needs and be consistent to the institution's requirements. The detail of the scheme with various criteria are mentioned as under.

This scheme will be effective from 01-07-2024.

A. Guidelines for Financial Support for Participating in Various National/International Events by Employees of the University

A.1: Objective:

The financial support aims to encourage the employee to actively participate in developmental and research activities to enhance their professional and academic standing.

The scheme will be applicable to all the full-time employees of the university, subject to conditions of fulfilling minimum eligibility criteria as prescribed by the university from time to time and approval of the competent authority of the university. The word “employee” includes teaching staff and non-teaching staff of all the cadres of the CHARUSAT who meets with the prescribed eligibility criteria.

A.2: Types of Events:

1. Participating in events within India (i.e online / offline)
2. Physical participation in event Outside India

A.3: Financial Assistance can be provided for following purposes:

1. Knowledge and Skill Augmentation:

Attending FDP/STTP/Workshop/Refresher Courses /Orientation Program/ Industrial Training/Online Courses/ Seminar /Webinar/Conferences/ Symposium Extension Activities, Soft Skill Training Program etc.

It is advised that employees shall participate in the knowledge and skill augmentation activities during the vacation or non-academic period.

- #### 2. Knowledge sharing and Research Contribution: Contributing to the research paper, which is accepted for presentation.

A.4: Outline of Financial Assistance for Participating in events within India (Online /Offline)

A.4.1: Physical/ online participation in an event- within/from India

- a) All employees who have completed six months of services are eligible to avail financial assistance from CHARUSAT for participation in an event.
- b) CHARUSAT shall provide financial assistance in each academic year for physical participation as well as online participation with following maximum limits:

Type of Activity	Financial Assistance
Knowledge and Skill Augmentation:	Up to Rs.10,000/-
Knowledge sharing and Research Contribution:	Up to Rs.30,000/-

- c) The participation in the events with financial support shall be limited to two per semester and four per academic year; This includes the events outside India.
- d) In case of participation in an event (physical/ online) within/ from India, the heads of the institutions are empowered to approve the event participation applications and mark the final decision through the e-governance system.

A.4.2: Physical participation in an event- outside India

- a) Permanent employees, who have completed two years of service in grade salary at CHARUSAT, shall be eligible to seek financial assistance from CHARUSAT to participate in an event outside India.
- b) The financial support shall be preferably provided to an employee for delivering the keynote/ plenary lecture, presenting the paper, chairing a session, etc.
- c) The employee must ensure that the event is not a predatory one, and align with the values of the University in terms of relevance, quality, and academic significance.
- d) Employee having the Ph.D. Degree or enrolled in the Ph.D. Programs are eligible.
- e) CHARUSAT shall provide financial assistance maximum up to the limit of Rs.1,50,000/-. If the employee has an ongoing externally funded government project, the CHARUSAT shall provide additional financial assistance up to 50% of the sanctioned overhead budget.
- f) It is desirable that the employee should avail of the financial grant for registration fees, visa fees, travelling and accommodation from various agencies like DST/ AICTE/ ICMR/ UGC/ CSIR etc.
- g) In case, any organization/agency is going to provide financial aid, then the employee must give these details and inform about the components of financial aid. In such case, CHARUSAT shall extend the financial assistance for the remaining amount within the prescribed limit.
- h) International travel grant applications will be evaluated by the University Research Cell based on the alignment of the proposed conference with international standards, the significance of the conference to the employee's professional development, and the overall benefit to the University.

A.5: Application Submission Process flow

1. Employees shall submit the event participation application through the HR → My Event module in the e-Governance system well in advance as specified in the below table:

Location	Time limit for submission of online application on e-Governance Portal
Within India	Minimum 2 weeks ahead
Outside India	Minimum 6 weeks ahead

1. The e-Governance system will forward the application to the reporting authorities based on the nature of the event, and the requirement of the leaves and financial support.
2. The reporting authorities will approve or forward the application to higher authorities through the e-Governance system.
3. The employee can also track the progress of their application through the e-Governance system. Employees shall get an e-Governance system-generated email about the decision on the application.

A.6: Reporting & Feedback Mechanism

1. Post-event participation, an employee shall submit the event participation report through the HR → Event Report Module.

The report shall include, but not be limited to, Learning Outcomes from attending an event, Actionable Insights (to be implemented in the short or long term), and deliver a talk in the department/institute highlighting the objectives and theme of the 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. The employee shall share his/her experience with other members to make them aware of the best practices adopted by other institutions and undertaking possible collaborative activities.
3. The employee shall also have to fill out the action plan as to how the knowledge gained will be useful for the department/institute.
4. The Event Report is required to be submitted within 15 days after completion of the event. The event report shall be forwarded to concerned reporting authorities for endorsement. The employee can track the progress through the e-Governance system.

A.7: Reimbursement of Expenditure

1. Expenses incurred for registration fees and visa fees shall be reimbursed as substantiated by the bills within the prescribed limit.
2. Expenses incurred on Travelling, Lodging and Boarding, Local Conveyances, and Miscellaneous shall be reimbursed as substantiated by bills within limits mentioned in **Annexures – 1, 2 and 3** with necessary administrative process.
3. If the paper is accepted for presentation at the conference is multi authored, then only one author will be allowed to avail the facility, preferably first author/ corresponding author.
4. If two or more employees are travelling together, it is advisable to share accommodation and only one of them shall claim the shared expenses.
5. In cases of group travelling with varied eligibility of staff members, higher category rates may be applied for all group member on prior request.
6. For personal car usage and two-wheeler usage, per km will be reimbursed as per prevailing CHARUSAT norms.
7. All receipts shall be in the name of a faculty member or CHARUSAT. Alternatively, provide the self-declaration if receipt is not provided (e.g. Auto rickshaw). In such cases elaborate on details like travelled date, travelled kilometers and locations etc.
8. All the reimbursement claim should be submitted within a week of completion of event/resuming duty.
9. If required, 50% of the sanctioned amount may be given as advance to bear the expenses to be incurred.

General Norms:

1. For attending events, leaves shall be availed as per CHARUSAT Service Rules.
2. Expenses not permitted
 - a) Fare (Air, train, or bus) without tickets.
 - b) Any Liquor or any alcoholic drinks.
 - c) Separate claim of newspapers, magazines, tips, water bottles, tea/coffee, laundry, personal/official phone calls, toiletries, personal care items, and any other such miscellaneous expenses.
3. Acts like giving false information, not attending the event fully, not giving a report or acting on it shall invite strict disciplinary action.
4. In case the employee participates in an event as a resource person, it is anticipated that the either full or partial expenses incurred shall be borne by the inviting institute/ organization.
5. Wherever approvals are necessary for deviation from norms / budget, faculty / staff members shall seek approval from University Authority. All approvals to be sought prior to initiating travel.
6. Financial support in case an employee is deputed to undertake collaborative activities, enhancing the reputation of the CHARUSAT, or any other official purpose shall be processed separately.
7. CHARUSAT reserves the right to amend/alter/change or modify this scheme from time to time (or) take decisions on issues, on a case-to-case basis. The decision of the CHARUSAT will be final and binding to all the employees of CHARUSAT.

Guidelines for travelling to participation in an event

The travelling expenses between two locations with various modes (i.e. By Air, By Train, By Bus etc.) to participate in the event shall be incurred with the following limits:

Cadre	Category A	Category B	Category C
Teaching Cadres	Professor Associate Professor	Assistant Professor	Teaching Assistant /Tutor / Clinical Instructor/ Clinical Physiotherapist
Non-teaching cadres	Provost Registrar Chief Finance Officer Advisor Director	Dy. Registrar Dy. Account Officer Dy. Director Assistant Director Executive Officer Dy. Engineer Librarian Training and Placement Officer University Network Engineer Executive Officer	All the remaining cadre of non-teaching employee
Air travel	Economy	Economy (If train travel not available /more than 16 hours of travel time)	Economy (If train travel not available /more than 20 hours of travel time)
Rail travel	1st class AC / 2 tier AC	2 tier AC	3 tier AC
Surface travel	AC Car/Bus	AC Car/Bus	AC Car/Bus

Note: For tours outside India, employees are encouraged to plan their travel and accommodation well in advance to take advantage of cost-effective options and to ensure availability. They can also use travel agencies approved by the University to ensure compliance with travel guidelines and to facilitate smoother reimbursement processes.

Guidelines for Lodging, Boarding and other Expenses within India

Accommodation	<p>Accommodation / Expenses for Hotel Stay & Daily Expenses:</p> <p>A. The employees are advised to accommodation in the host agency's guest houses (if available in the destination city) etc.</p> <p>B. CHARUSAT is a member of the Association of Indian Universities (AIU). Employees must give first preference to the University's Guest Houses for accommodation.</p> <p>C. If above options are not available, then other accommodations can be explored as per the city category chart.</p>
Daily expenses:	<p>Daily expenses compensate for all expenses an employee may make daily on account of being outside his/her home town.</p> <p>This includes food, official communications, incidentals, & other expenses on actual or subject to the prescribed limit.</p>
Local Conveyance	Expenses for Local travel (within the city) shall be compensated on actuals subject to the prescribed limit.

Cadres	Category A	Category B	Category C
Teaching Cadres	Professor Associate Professor	Assistant Professor	Teaching Assistant /Tutor / Clinical Instructor/ Clinical Physiotherapist
Non-teaching cadres	Provost Registrar Chief Finance Officer Advisor Director	Dy. Registrar, Dy. Account Officer, Dy. Director, Asst. Director Executive Officer, Dy. Engineer, Librarian, Training and Placement Officer, Executive Officer University Network, Engineer	All the remaining cadre of non- teaching employee
Accommodation expenses (Per Day)			
Tier 1 Cities	Up to Rs. 6500/-	Up to Rs. 4000/-	Up to Rs. 2500/-
Tier 2 Cities	Up to Rs. 4000/-	Up to Rs. 3000/-	Up to Rs. 2000/-
Tier 3 Cities	Up to Rs. 3000/-	Up to Rs. 2000/-	Up to Rs. 1500/-
Daily expenses (Per Day)			
Tier 1 Cities	Up to Rs. 1000/-	Up to Rs. 750/-	Up to Rs. 600/-
Tier 2 Cities	Up to Rs. 750/-	Up to Rs. 600/-	Up to Rs. 500/-
Tier 3 Cities	Up to Rs. 600/-	Up to Rs. 500/-	Up to Rs. 500/-
Local Conveyances (Per Day)			
Tier 1 Cities	Up to 1200/-	Up to 1000/-	Up to 800/-
Tier 2 Cities	Up to 1000/-	Up to 800/-	Up to 600/-
Tier 3 Cities	Up to 800/-	Up to 600/-	Up to 500/-

City Classification Chart

States/ Union territories	Cities as Tier – 1	Cities as Tier –2
Andaman & Nicobar Islands	-	-
Andhra Pradesh /Telangana	Hyderabad	Vijayawada, Warangal, Greater Vishakapatnam, Guntur, Nellore
Arunachal Pradesh	-	-
Assam	-	Guwahati
Bihar	-	Patna
Chandigarh	-	Chandigarh
Chhattisgarh	-	Durg-Bhilai Nagar, Raipur
Dadra & Nagar Haveli	-	-
Daman & Diu	-	-
Delhi	Delhi	-
Goa	-	-
Gujarat	Ahmedabad	Rajkot, Jamnagar, Bhavnagar, Vadodara, Surat
Haryana	-	Faridabad, Gurgaon
Jammu and Kashmir	-	Srinagar, Jammu
Jharkhand	-	Jamshedpur, Dhanbad, Ranchi, Bokaro Steel
Karnataka	Bengaluru	Belgaum, Hubli- Dharwad, Mangalore, Mysore, Gulbarga
Kerala	-	Kozhikode, Kochi, Thiruvananthapuram, Thrissur, Malappuram, Kannur, Kollam
Lakshadweep	-	-
Madhya Pradesh	-	Gwalior, Indore, Bhopal, Jabalpur, Ujjain
Maharashtra	Greater Mumbai, Pune	Amravati, Nagpur, Aurangabad, Nashik, Bhiwandi, Solapur, Kolhapur, Vasai-Virar, Malegaon, Nanded-Waghala, Sangli
Manipur	-	-
Meghalaya	-	-
Mizoram	-	-
Nagaland	-	-
Odisha	-	Cuttack, Bhubaneswar, Raurkela
Puducherry	-	Puducherry
Punjab	-	Amritsar, Jalandhar, Ludhina
Rajasthan	-	Bikaner, Jaipur, Jodhpur, Kota, Ajmer
Sikkim	-	-
Tamil Nadu	Chennai	Salem, Tiruppur, Coimbatore, Tiruchirappalli, Madurai, Erode
Uttar Pradesh	-	Moradabad, Meerut, Ghaziabad, Aligarh, Agra, Bareilly, Lucknow, Kanpur, Allahabad, Gorakhpur, Varanasi, Saharanpur, Firozabad, Jhansi, Mathura and Vrundavan
Uttarakhand	-	Dehradun
West Bengal	Kolkata	Asansol, Siliguri, Durgapur

Source: City Classification chart mentioned in Dept. of Expenditure of Ministry of Finance, GoI

Please note: Those cities not falling under Tier-1 and Tier-2 categories will be covered under Tier-3.

Guidelines for Lodging, Boarding and other expenses Outside India:

Countries	Limits
Europe, Japan, USA, Australia and Singapore	A. Maximum \$125 per day towards accommodation shall be reimbursed subject to the production of the hotel receipt. B. Maximum \$75 per day towards food and refreshment and local conveyance shall be reimbursed subject to the production of the receipts.
Other Countries	A. Maximum \$100 per day towards accommodation shall be reimbursed subject to the production of the hotel receipt. B. Maximum \$50 per day towards food and refreshment and local conveyance shall be reimbursed subject to the production of the receipts.

- The currency of any country will be converted into Indian Rupees.

B. Financial Support for Open Access Publication of Scholarly Work

This scheme aims to provide financial support to faculty members at CHARUSAT for the open-access publication of scholarly works when funds from any other source are unavailable. Recognizing the importance of disseminating research findings globally, this scheme is designed to facilitate faculty members' ability to publish in reputable open-access journals.

B.1 : Eligibility

1. All full-time faculty members are eligible to seek financial assistance from CHARUSAT for the publication of scholarly work.
2. Faculty member should be the **corresponding author** affiliated with **CHARUSAT**.
3. Publication of the work should be in reputable fully open-access **Q1** and **Q2** journals as per Web of Science (WoS) rankings.

B.2 : Application Submission

1. Faculty members shall submit the application through the Head of the Institution to the University Research Cell (URC) upon acceptance of the article. URC will process the application and provide further communication.

B.3 : Financial Assistance from CHARUSAT

1. The financial assistance is up to a maximum limit of **Rs. 1,00,000/- per single scholarly work**.
2. This limit encompasses the total amount that can be granted for covering article processing charges (APCs) exclusively and does not cover additional charges beyond the APC.

B.4 : General norms

1. The financial assistance applies to accepted open-access publications in journals classified as Q1 or Q2 according to WoS rankings.
2. The financial assistance only covers the costs associated with publications in fully open-access journals. Subscription journals that provide authors the option to pay an open access fee such as hybrid or transformative journals are not eligible.
3. Approved funds will be reimbursed on evidence of payment of APCs to the Journal within six months after publication.
4. The publisher's fee schedule must be publicly accessible.
5. The journals waiving or providing discounts in APCs in cases of financial hardship and allowing authors to retain copyright must be preferred.
6. Financial support will not be granted if the applicant has external funding available for open-access publication.
7. All faculty members must adhere to university policies on research ethics, publication, and any other relevant guidelines.

8. Funding acknowledgment of the CHARUSAT should be mentioned as: “The authors would like to acknowledge Charotar University of Science & Technology (CHARUSAT), Changa, Anand, India for funding the research and publication under CHARUSAT Employee Development and Research Support Scheme”.
9. This scheme will be subject to periodic review to ensure its effectiveness and relevance.

B.5 : Additional Note:

The list of open-access journals can be procured from the Directory of Open Access Journals (<https://doaj.org/search/journals>). Faculty members are strongly encouraged to be vigilant while selecting publishers. Evaluate the journals before making the publication decision. Predatory journals spoil the profile of the individual as well as the University.