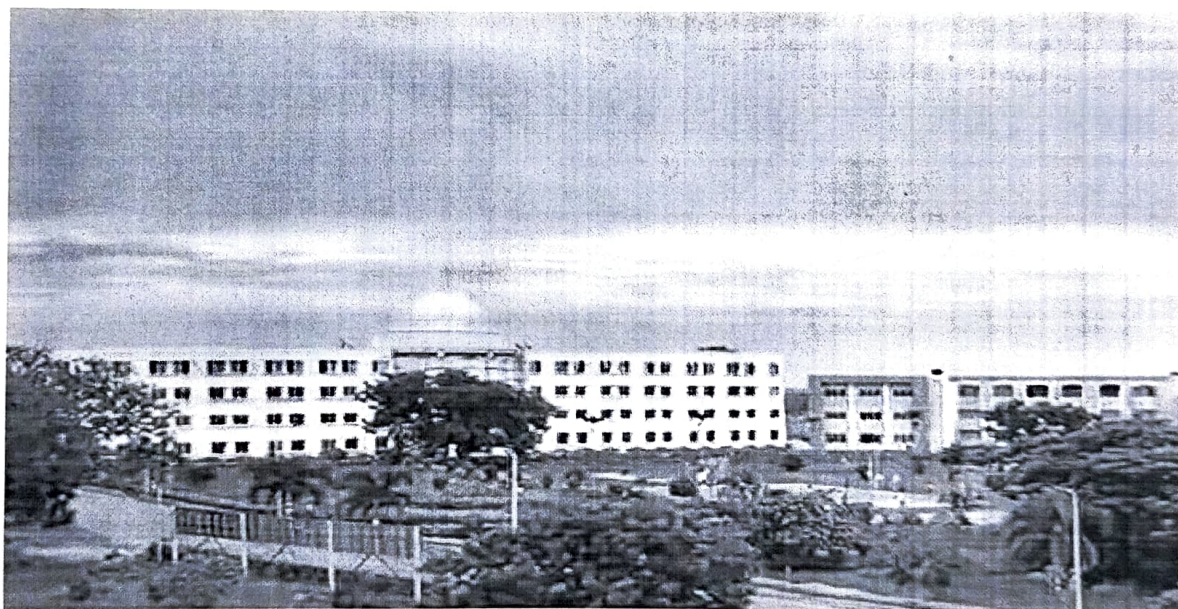




Einstein Academy of Technology and Management

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Approved by AICTE, Govt. of India, New Delhi & Affiliated to BPUT, Govt. of Odisha
An ISO:2015 Certified Degree Engineering College

Supporting Document for Quantitative Metric 6.3.2 Policy Document on Providing Financial Support to Teachers



**Submitted to NAAC
By
Einstein Academy of Technology and Management (EATM),
Bhubaneswar**


Principal
Einstein Academy of Technology & Management
Bhubaneswar, Khurda



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Policy Document on Providing Financial Support to Teachers

FACULTY DEVELOPMENT:

18.1 Rules for Attending Seminar, Conference and Workshop

The employees of the college shall be encouraged to attend Seminar/ Conference/ Workshop asunder:

- An employee permitted to attend Seminar/ Conference/ Workshop shall be given duty leave for the duration of Seminar/ Conference/ Workshop.
- The teaching staff may be permitted to attend Seminar/ Conference/ Workshop even if he has not contributed any research paper in the Seminar/ Conference/Workshop, but in the opinion of the Principal of the college his participation in the Seminar/ Conference/ Workshop is in the interest of Academic system of the college and the college will be benefited from his participation in the Seminar/Conference/ Workshop.
- If a teaching faculty is the **FIRST** author of the research paper contributed in the Seminar/ Conference/ Workshop, he/she may also be paid full/ partial registration fee and travel expenses, based on the recommendation of Director of the college.
- In case teaching faculty is not the first author of the paper, the NOC from all other authors whose names appear before his name shall be required. The non-teaching staff shall be permitted to attend Seminar/ Conference/ Workshop only if he has contributed any research paper in the Seminar/ Conference/ Workshop.
- In case non-teaching staff is not the first author of the paper, the NOC from all other authors whose names appear before his name shall be required.
- A teaching faculty can avail one such grant per semester (two in a calendar year) within the country. A non- teaching faculty can avail one such grant per calendar year.
- A teacher may be sponsored to participate twice in a year and a non-teacher once in two years in International Seminar/ Conference/ Workshop.
- For a particular Conference etc. the maximum number of faculty of a particular department will be four at a time on “first come first serve” basis.



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- In a financial year the maximum number of participants to Conference etc. will be permissible without disturbing the normal academic process.
- The period of absence for attending Seminars, Conference etc. shall be treated as “on duty” subject to the provisions laid down in Leave Rules of COLLEGE.
- “On duty” leave will be for the period of Conference/Seminar/Workshop/ training program and for required journey time from COLLEGE to venue and venue to COLLEGE.
- Funds are only granted to faculty members who have participate in Seminar/conference/ Workshop for 2nd time in the calendar year.
- College will not provide any increment if there will be zero paper publication in a calendar year.

18.2 Eligibility for attending Seminar/ Conferences and technical training / Workshop

- A **faculty** of COLLEGE may be granted financial assistances under the scheme for attending academic conference etc.
- A paper has been accepted for presentation;
- When invited by the organizers to chair a session/ section of the Conference or to deliver lecture as a guest speaker or to act as the Rapporteur of the Conference. In this case the person concerned may not contribute a separate paper of his own.

18.3 Enhancing Staff Development: The staff in an Engineering Education institution fall under two categories:

- **Technical Staff:** The Technical Staff in laboratories and workshops needs to be trained in their functional areas including operation and routine maintenance of both the existing and new equipment. They also need training on workshop instructions, upkeep of institutional services, etc. The training can be organized within the institution or at the supplier/manufacturer premises or at reputed technical training institutions. The technical staffs also need to be motivated and encouraged to go for training and to use the newly acquired expertise for the benefit of students and the institution.



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- **Administrative Staff:** The Administrative Staff also needs training in respective functional areas, particularly in the use of modern office equipment, software, office automation, maintenance of records, procedures, etc. The training should also cover motivation for time and material efficiency, and friendliness towards faculty and students. The training may preferably be organized within the institution with the help of suitable organizations.

18.4 Amount to be paid/ reimbursed:

Travelling Allowance, and Registration Fee/Delegate Fee, etc, if any, shall be admissible for attending such Conference/training programs, etc. provided that he or she does not receive the said Travelling Allowance, etc. from the Organizers or any other source. The faculty concerned, while submitting adjustment of advance taken or reimbursement of expenditure made by him/her in this respect, shall certify to the effect that he/she has not received travelling allowance/daily allowance, etc. from any other source.

Conditions:

- The faculty and staff must submit his / her proposal through the Dept. Heads/Principal of college along with the following documents and the application complete in all respects should reach office ordinarily 30 days ahead of the commencement of the Conference/ training program for consideration.
- The circular or letter of invitation issued by the organizer of the Conference/ training programs, etc. from time to time
- An abstract of the paper to be presented in the conference etc. and the letter of acceptance, if already available
- Name, place and duration of the Conference/training programs etc. in which the paper is proposed to be presented
- Letter from the Organizer of the Conference, Seminar, etc. inviting the faculty to chair a
- Session / Section of the Conference or as a special speaker or as a Rapporteur
- The nature of financial assistance needed from the Institute

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- Number of Conference/training programs etc. attended during the financial year (April to March).

18.5 Accountability:

The faculty and staff after undergoing training are expected to:

- Prepare a report on the training undertaken and the experience gained. The report should also include the aspects that can be used to improve the teaching-learning process, enhance / improve research, improve equipment utilization and, make administrative and financial functions more efficient.
- Share their experience with students and other faculty/staff of the institution through seminars.

18.6 Instructions for filling in the travel grant applications

For filling in the forms:

- Either takes a print of the blank form or downloads the form in your computer, fill using MS Word and take print. Hand filled forms are also accepted.
- Take care not to change the format of the form and complete all the entries.
- The space allocated below 'Line' marked with 'FOR OFFICE USE ONLY', should not get modified or do not write anything in this part.
- Make sure to print the complete form including the last row on the page showing places for signatures of Deans, etc.


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