



# SAMATA DEGREE COLLEGE

Affiliated to Andhra University & Approved by AICTE

An ISO 9001 : 2015 Certified Institution  
Sector – 10, MVP Colony, Visakhapatnam – 530 017. (A.P.)

alwar das group  
from school through education

## Policy on Providing Financial Support to the Teachers

This policy is in force in order to attend conferences, Faculty Development Programmes, Seminars and Workshops organized by the Institutions of National repute, Universities and Colleges and towards membership fee of Professional Bodies.

### OBJECTIVES

1. To encourage the Faculty Members for presentation of research papers in conferences.
2. To encourage the Faculty Members to attend the Faculty Development Programmes, Seminars and Workshops so that they avail opportunities for discussing the novel developments the emerging challenges, future prospects in their fields of interest.
3. To support the Faculty Members towards getting membership of Professional Bodies of their fields of interest.
4. To support the Faculty Members to promote teaching-learning, and research, Extension activities and governance through participation in conferences, workshops.

### POLICY AND GUIDELINES

#### Major categories for providing financial support to the teachers to promote

- Teaching Learning and related activities
- Research related activities
- Professional development Activities

### ON DUTY LEAVE

1. Duty Leave shall be granted for Faculty Members for the following purpose Attending conferences, seminars and symposia to present the Research Papers.
2. Attending Faculty Development Programmes, Seminars and Workshops.
3. Delivering lectures in institutions and universities/ colleges at the invitation of such institutions or universities, received by the colleges, subject to requisition and prior approval.
4. Working in another Indian or foreign university, any other agency, institution or organization when so deputed by the university / college
5. Participating in a delegation or working on a committee appointed by the Central Government, State Government, UGC, AICTE, affiliating university, college.
6. The duration of leave shall be as per the requirement and prior approval of the Sanctioning Authority on each occasion,

Phone: 0891 – 2504682. Website: [www.samatacollege.co.in](http://www.samatacollege.co.in)

Email: [samatacollege@gmail.com](mailto:samatacollege@gmail.com) ; [drgsrao747@gmail.com](mailto:drgsrao747@gmail.com)



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## ELIGIBILITY

Those invited to attend academic conferences/ seminars/ symposia/ workshops. The level of the programme and the standing of the institution organizing the event should also be truly international/ national/ professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.

Financial assistance is provided in the following purposes

- For Faculties presenting a paper in the conference
- For Faculties attending Faculty Development Programmes/workshops/Seminars/Professional Development Programmes
- For Faculties delivering key- note addresses/ plenary lectures.
- For Faculties invited to Chair a session of the conference
- For Faculties invited under International Collaboration Exchange Programmes. For Teachers invited to give Symposium talks/ invited lectures

## PATTERN OF ASSISTANCE

- The applicants may be granted official duty (On Duty) on the days covering the events as per existing leave rules.
- Registration fees, daily allowance, Second class Train fare are granted to the applicants after scrutiny.

## APPLICATION PROCEDURE

Applications thoroughly filled and endorsed by the Head of the Department shall be forwarded to the Principal for the approval.

### Application Process:

- In case of Paper presentation at the conference, Principal will forward the application to the R&D Committee Convenor for assessing the details of the recognition of the conference like whether it is Scopus indexed or not, will it be published in the recognized data bases like Springer, Scopus, IEEE etc.,
- Assessment shall be based on the standing/reputation of the Research Institute/Journal/ Conference/Organizing Institution as well as the relevance of the Research outcomes to Organizational Objectives, Departmental academic activities as well as quantum of improvement of Teacher and Student knowledge base.
- The college will consider only those requests for grant where the Author Association includes the College Name.

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- The number of Applications encouraged per department for the same event would be considered in accordance with the Employee leave status of the department on those dates.
- The recommendations of the committee as well as the decision of the Director are final.

## MONITORING THE OUTCOME

- The Faculty Members state their outcomes including a chronological/modular breakup of these for easy evaluation, review, feedback and consideration for extension of grant.
- At the end of every schedule/module the Faculty Members will submit a report detailing the level/ percentage/extent of outcomes reached henceforth.
- The submitted report will be evaluated against the stated outcomes by the Research Committee and their remarks will be noted.
- The report along with the outcomes will be forwarded to the Office of Secretary & Correspondent either for information or for grant extension.
- The outcomes in case of Research paper publication include submission of full length text of the Research Publication along with a digital object identifier (doi). It is essential that the Author/ Presenter Institutional Association includes the College name.
- The Faculty Member should submit a detailed report along with the bills for adjustment (preferably) within a month of returning from the event.
- It is mandatory for Faculty Members attending the Faculty Development Programmes/ Training Programmes/Workshops to give a presentation in the department explaining the outcome/learning to fellow Faculty Members and students.
- Successful grant of Applications regarding International Conferences/Seminar/Symposia is subject to publication in journals available in peer-reviewed Scopus/UGC CARE list.
- Failure of publication in the above journals would result in withholding of grant till publication and report submission.

## PROCESSING OF THE APPLICATION

The extent of grant and/or extension thereof in case of multi-module training programs depends on the decision of the Principal which is binding and final. In case of any revisions in the change of schedule/venue/nature of transportation/number of modules it is the duty of the applicant for prior intimation and approval. The college is not responsible for any such uninformed modifications and the applicant will have to bear any such costs personally.

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