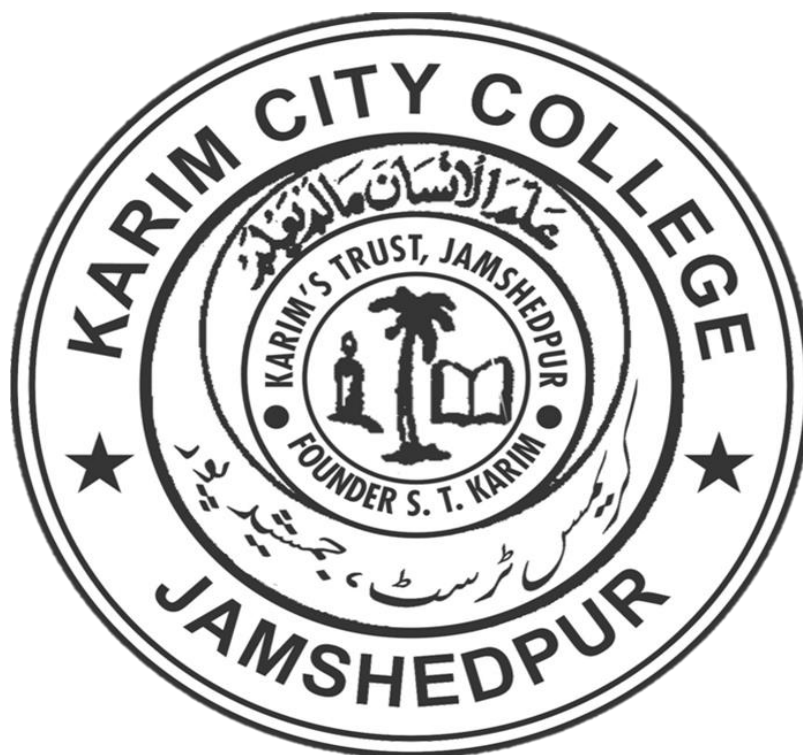


# KARIM CITY COLLEGE, JAMSHEDPUR



## **Policy Document**

**on**

**Financial Support to Faculty Members to Attend FDPs, Seminars,  
Conferences, Workshops, Symposia and Other Academic Events**

**&**

**Rewards for the Publication of Books, Research Papers in Journals and  
Chapters in Edited Books**

*Prepared & Implemented by*

**INTERNAL QUALITY ASSURANCE CELL**

**Policy Document on Financial Support to Faculty Members to Attend FDPs, Seminars,  
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**&**

**Rewards for the Publication of Books, Research Papers in Journals and Chapters in Edited  
Books**

Karim City College, Jamshedpur, Jharkhand, India believes that research and quality improvement in the teaching and learning process contribute to classroom excellence. Significant changes in the structure of education have occurred both nationally and worldwide, making learning more accessible. As a result of these changes, teachers must be more adaptable, flexible, and diversified. Our faculty members can upgrade their academic knowledge through the platforms provided by the college's well-designed Policy related to financial support.

**Policy Statement:**

This programme intends to assist faculty members in advancing their academic careers. The goal is achieved by offering financial assistance to educators and encouraging them to attend seminars, symposia, conferences, workshops, and training workshops held in India and abroad. Financial assistance in the form of rewards will also be provided for the publication of research-based books, research papers in journals and chapters in edited books. This would aid in sharing knowledge, fostering academic growth, increasing collaborations and networking. This also helps to create a conducive environment for academic study and research. The outcomes of such interactions and interventions would improve teachers' professional and personal effectiveness, resulting in institutional, individual, and student academic achievements.

## **The Policy:**

1. Provide financial assistance to all teaching faculty for the following:
  - For attending FDPs like orientation and refresher courses, any other short term faculty development programmes or training workshops in India and abroad in the real/physical mode. (No financial assistance will be given for online FDPs)
  - For paper presentation in seminars, symposia, conferences, workshops etc in India and abroad. (No financial assistance for online events)
  - Reward the faculty for being Key note speaker or resource person in seminars, conferences, workshops, FDPs etc.
  - Reward the faculty for the publication of books (with ISBN) as sole author or co-author.
  - Reward the faculty for publication of research papers (with ISSN) in UGC Care Listed, Scopus Indexed, H-Indexed or at least peer reviewed/refereed journals as sole/co-author.
  - Reward the faculty for publication of chapters in edited books (with ISBN) or edited books as sole/co-author.
  - Reward the faculty for international collaborations and exchange Programmes including international internships.
  - Encouraging faculty members to apply for travel grant funds.
  - Encouraging the faculty for programmes held in India and abroad.
  - Providing financial assistance to faculty members in the form of reimbursement of registration fee and TA to encourage their participation in various seminars/conferences/workshops for professional development.
  - Providing financial assistance for Professional Development Programs, Capacity Building, Faculty Development Programmes (FDPs), Management Development Programmes (MDPs)
2. Provide and facilitate training programmes for faculty members by corporate partners/collaborators of the College as part of collaborative programmes delivered in India or abroad.
3. Arrange academic exchange programmes for faculty members with reputable academic institutions whenever it is deemed essential.

4. To promote and motivate faculty members to avail funding assistance for research, outreach/extension activities, or nationally recognized UGC programmes from various funding organizations/agencies.
5. Offer training programmes and financial assistance to qualifying teaching faculty members/members, as needed, for programmes given by corporate partners for softwares/courses essential for the smooth operation of the Institution's collaborative programmes.
6. To organize career/skill/capacity building or enhancement programmes inside the campus either online or offline. Organizing staff training and development programmes to enhance professional competency.
7. To provide funds to the academic departments for organising seminars/conferences or guest lectures, and field visits for students, as well as different types of events, joint activities, and outreach programmes.

#### **Scope of the Policy:**

The policy extends to all levels of academic/research activities but financial assistance and support will be available for real/physical programmes only and not for online events. Participation in such programmes is contingent on local need evaluations and approval, among other things, and is consistent with the institution's requirements. The faculty should align their participation with academic content standards, or research standards as enumerated in the Research Policy of our Research and Development Cell.

#### **Policy Guidelines:**

The following guidelines have been created in accordance with the policies of the college.

Faculty Members who are working on a permanent basis will be eligible for grants under the following circumstances:

- Financial support in the form of registration fee and ticket fare for faculty members who will be presenting their research papers in Workshops, FDPs, and Seminars/Conferences in India in their related fields or the wider discipline. To avail this the faculty member is required to attend at least two seminars in a year. Out of which financial assistance for the second seminar/conference/workshop/FDP will be given. This means that financial assistance will be available for every second seminar/conference/workshop or FDP.

- Such assistance will be given to those faculty members who must have completed his or her probation period in the college.
- In case of International Seminars/Conferences/Workshops/FDPs organised abroad the financial assistance will be limited to 50% of the registration fee and 50% of the ticket expenses of economy class and through the shortest possible route. This will be given to the faculty once in/after a period of two years.
- Rewards in the form of cash (ranging between Rs. 2000/ to Rs. 4000/) and a certificate to faculty members for being Keynote speakers and resource persons in Seminars/Conferences/Workshops/FDPs etc.
- Rewards in the form of cash (ranging between Rs. 2000/ to Rs. 4000/) and a certificate for the publication of research papers in journals and chapters in edited books as sole author. For co-authors the range will be between Rs. 1500 to Rs. 3000/.
- Rewards in the form of cash (ranging between Rs. 10, 000/ to Rs. 15, 000/) and a certificate for the publication of research-based books as sole author. For co-authors the range will be between Rs. 5000 to Rs. 7, 500/.

*Note: The institution will provide monetary assistance in the above-mentioned conditions using Special Earmarked funds from the College Management and depending upon the financial condition of the college at that time.*

#### **Procedure of Availing the Financial Assistance:**

- The IQAC will be the regulatory and record keeping body for the whole exercise. Whereas the financial aspect will be looked after by the accounts department of the college.
- In the case of National Conferences/Seminars/Workshops, the applications should be submitted in the IQAC in the prescribed format addressed to the Principal at least 15 days in advance.
- For international events happening abroad, the application must be submitted to the IQAC, in the prescribed format addressed to the Principal at least one month in advance.
- The application must be supported with the copy of the tickets booked by the faculty, seminar/conference/workshop brochure or FDP announcement, abstract of the paper and the acceptance letter by the organisers. The applicant-teacher must also submit an alternate

teaching plan authorized by the corresponding Head of Department. The faculty member should also make sure that students' teaching hours are not affected.

- The IQAC will forward the application to the Principal after proper scrutiny of the relevant documents as per the relevance and need. This exercise will be done within two days after the submission of the application.
- In case of multiple applicants from the same department or the college, the principal's decision will be final.
- In the event of research paper presentation in Seminar/Conference/Workshop funding, if the paper is co-authored, the first author will be given preference. However, the application should include No Objection Certificates from the second author(s).
- The whole exercise of sanctioning the amount to the beneficiary-teacher will be done before his or her date of seminar/conference/workshop/FDP and the amount will be transferred to his/her account.
- After his/her return the beneficiary-teacher should submit a photocopy of the certificate in the IQAC and the adjustment bills, if any, must be submitted in the accounts office.

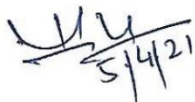
#### **Procedure for Getting the Cash Reward and Certificate:**

- The IQAC will be the regulatory and record keeping body for the whole exercise. Whereas the financial aspect will be looked after by the accounts department of the college.
- For Rewards (cash plus certificate) for being Keynote Speaker/Resource Person of a Seminar/Conference/Workshop/FDP etc the application has to be submitted to the IQAC in a prescribed format addressed to the principal. The application must accompany the relevant documents like photocopy of the invitation letter, certificate or any other documentary proof.
- For Rewards (cash plus certificate) publication in a journal or edited book the application has to be submitted to the IQAC in a prescribed format addressed to the principal. The application must accompany the relevant documents like photocopy of the cover page of the journal, content page carrying the name of claimant-author, and the photocopy of the full paper.

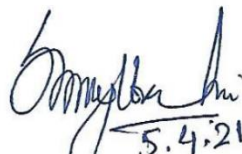
- For Rewards (cash plus certificate) publication of a book the application has to be submitted to the IQAC in a prescribed format addressed to the principal. The application must accompany the relevant documents, if any, and an original copy of the book. Later on, IQAC will submit the book in the college library after the completion of this exercise.

### **Reports/Outcome Recording of Such Events**

- Within a week of returning, the staff member must submit a detailed report together with the bills for adjustment.
- Photocopies of air travel tickets, visa, boarding passes, attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings will be required.
- In the case of any training programme attended by the staff, the details of the programme/learning experience should be presented to the respective department within a week of their return.
- Faculty members who will attend an international seminar or conference should work on publishing their work in a reputable international journal.
- Copies of participation certificates, best paper certificates, and other relevant certificates should be handed over to the IQAC, along with a soft copy.

  
5/4/21

Assistant Coordinator, IQAC

  
5.4.21

Coordinator, IQAC

  
5/04/21

Principal