



POLICY FOR FINANCIAL SUPPORT TO FACULTY MEMBERS

**(EXTRACT OF SERVICE & CONDUCT ORDINANCE
FOR THE EMPLOYEES OF DIT UNIVERSITY)**



DIT UNIVERSITY

Mussoorie Diversion Road Dehradun, Uttarakhand-248009

Policy for Financial Support to Faculty Members at DIT University, Dehradun

(EXTRACT OF SERVICE & CONDUCT ORDINANCE FOR THE EMPLOYEES OF DIT UNIVERSITY)

Following steps have been taken by the University for Promotion of Research & Consultancy:

1) Incentives Policy for the Faculty members

The following are the incentives/ rewards.

- (i) The faculty members who have stayed for longer duration with DIT University may be considered for faculty exchange programme/ higher studies /post-doctoral work in institutions of excellence.
- (ii) A faculty member scoring highest API points (not less than points against outstanding grade) in each cadre shall be considered for a cash prize of Rs. 50,000/- in that academic year. In case of tie, the quality of work will be further reviewed and accessed for this award.
- (iii) Professional Development Grants to all confirmed full time faculty members for procurement of books, journals, memberships of professional society(ies), procurement of software/hardware, participating in national conference and FDP/FIP/Workshop etc., would be as under:
 - Professor and Associate Professor - Rs. 10000/- per annum
 - Assistant Professor - Rs. 7,500/- per annum

A faculty member can accumulate it over a period of 3 years after which the same will be lapsed if not utilized. Faculty members can avail PDA submitting their requirement with proper justification. **Details guidelines are given in the Appendix 2.**

- (iv) Best Researcher and Trainer award be constituted annually. Modalities of such award should be worked out.
- (v) Providing Laptop/PC to all confirmed full time faculty members as a part of office furnishing.
- (vi) Providing Rs. 1,00,000/- (Rs. One Lac) one time seed money for startup research grant to the faculty members who hold Ph.D. degree at the time of joining. Detailed policy alongwith Forms is provided in the **Appendix 3.**
- (vii) Faculty members will be encouraged to present the research findings in International Conferences organized by societies/institutions of International repute (once in four years depending upon his consistent performance in Outstanding/Very Good category). The quantum of financial assistance provided will be to the extent of 50% of the travel expenses. To participate in international / national conferences the detailed policy is as given in the **Appendix 1.**

(viii) Faculty members will be encouraged to present the research findings in National Conferences organized by societies/institutions of International repute (once every year depending upon his consistent performance in Outstanding/Very Good category). The quantum of assistance provided will be to the extent of 100% of the travel/registration expenses subject to a ceiling of Rs. 10,000/-.

(ix) Faculty members will be encouraged to publish their research findings carried out at DIT University in journals cited in web of science, Scopus. Incentive will be provided to the faculty members as under:

Journal Category	Incentive in Academic Year (01 st July - 30 th June)
Impact Factor > 10	Rs. 50000/-
Impact Factor 5 - 9.99	Rs. 40000/-
Impact Factor 3 - 4.99	Rs. 25000/-
Impact Factor 1 - 2.99	Rs. 20000/-
Impact Factor 0.5 - 0.99	Rs. 15000/-
Impact Factor 0.1 - 0.49	Rs. 10000/-

Faculty members may please note that:

- the research must have relevance in the frontier areas of Science & Technology developments.
- the list of journals will be identified on the basis of Thomson Reuters and QS Ranking criteria.
- in case of multiple authors, the amount shall be distributed equally amongst all of them. Papers presented in National & International conferences shall not be covered under this category.

(x) The University provides incentives to the faculty members who receive State/National/International Recognitions/Awards as under:

Category of Award	Incentives
Recipient of Bhatnagar Award	Rs. 50000/-
Fellowship of International and National bodies recognized at international level and National Science Foundation/ministry (Fellow of INSA, Fellow of INAE, Raman Fellowship, C V Raman Fellowship, IEEE Fellowship, Fulbright Fellowship)	In the range of Rs. 20,000/- to Rs. 25,000/- to be decided by the committee (one time)
Young Scientist award and any other equivalent award by reputed scientific in an organization.	Rs. 15000/-
Membership of organizing committee International Conferences and Workshop. The conferring this award will be decided by the committee on the basis of level of recognition of the conference.	Rs. 2500/-
Meritorious award for contribution in science by the recognized national / International body	Rs. 1000/-
Any other award as considered deemed fit by the recommending body of the university	Certificate for scientific contribution.

POLICY FOR SANCTION OF FINANCIAL ASSISTANCE TO ATTEND CONFERENCE / SEMINAR / SHORT TERM COURSE / WORKSHOP / FACULTY DEVELOPMENT PROGRAM / REFRESHER COURSES / PERSONALITY DEVELOPMENT PROGRAM/ MANAGEMENT DEVELOPMENT PROGRAM/TRAINING ETC. IN INDIA / ABROAD

The faculty members, other Academic & Scientific staff conduct research in their core areas of teaching and produce research papers, articles or reports and share them with the academicians, industry representatives, policy makers, experts and students at national and international levels. Participation in national and international conferences/seminars/ workshops/symposia provide a platform to them.

DIT University would like to encourage its academic community to present its research based papers and the University intends to fund their travel and other expenses to the possible extent. For this purpose the following guidelines will apply:

1. All the faculty members should obtain pre approval from HoD/ Dean(RNC)/ Director of respective faculty to attend any of the events by submitting details on the prescribed format duly recommended by their respective HOD/Dean/Director.
2. Each faculty member is eligible for only two national level travels in a financial year and one international travel during a period of 3 financial years.
3. Out of the two national level participations, at least one should be a paper presentation which shall be subsequently published in a reputed journal.
4. The international participation should be essentially research paper presentation.
5. Financial assistance from DIT University will be provided subject to availability of funds. However, faculty will be encouraged to apply to other funding agencies like DST, CSIR etc.
6. All approvals for one of this events / programs will be accorded along with duty leave.
7. Partial Grants / lump sum amount approvals may also be accorded depending upon financial position / assistance being given by organizers.
8. In case there is fully sponsored invitation, the Director/VC may allow the faculty member to participate in the conference/seminar with no financial commitment from the Institute.
9. The Non-teaching staff would be eligible for one national level participation in a financial year and one international participation 5 years depending on funds availability.
10. In exceptional cases, the Director / VC may allow to exceed the number of participation on shared cost basis up to 50% if the paper has been accepted / invited by reputed organizers.

Application for financial assistance to attend conference/Seminar/Short term Course/ Workshop/Faculty Development Program/Refresher Courses/Personality Development Program/ Management Development Program / Training etc. in India / Abroad.

1.	Name	
2.	Designation & Department	
3.	Name and address of the Institute /University/ Course Organizer (To be visited)	
4.	Purpose of Visit	FDP/FIP/QIP/Workshop/Conference/Seminar/Other.....
5.	Name of the Event / Title of the paper to be presented.	
6.	Authors (for Conference / Seminar)	
7.	Date of the Event	
8.	Financial Assistance offered by the hosting / organizing institution.	Waiver of Conference / workshop fee: TA/DA : Local Hospitality :
9.	Financial Support Needed from DIT University (Give Breakup)	Yes / No
10.	No. of Conferences/ Workshop/ Courses attended last academic year (Give details if yes)	
11.	Arrangements for Class/ Exam duty During your absence	
12.	Recommendations of HoD	
13.	Recommendations of Dean R&C / Dean, Academic Affairs	
14.	HR Recommendation on eligibility through Registrar	
15.	Fund cleared by Finance Officer	CCTRGL A/c Fund cleared for Rs out of Budget head. Finance Officer

Recommendations of:	Approved/Not Approved
Director – Engineering/Pharmacy/Architecture	Vice Chancellor, DIT University

- Enclosures:**
- Attach Letter of invitation / acceptance of the paper including the terms & conditions of the host institution on financial assistance offered etc.
 - Tick marks the check list overleaf.

GUIDELINES FOR PROFESSIONAL DEVELOPMENT ALLOWANCE (PDA)

1. Purpose-

The purpose of these guidelines is to assist employees of DIT University, Dehradun to attend Seminars, Workshops, Conferences, Short Term Courses (STC), Faculty Development Program (FDP), Meetings of Professional Bodies etc., (Event) in India or Abroad.

2. Background-

It is acknowledged that employees in the Professional stream are required to maintain the professional standards associated with their classification. This may be through registration with professional bodies, attendance at seminars, conferences, research or maintaining qualifications. As professionals there is an expectation that employees will meet the costs associated with the maintenance of their professional status. PDA provides some financial assistance to enable the employees to keep abreast of the developments within their profession. The PDA is not intended to cover all professional development costs and is not paid as a substitute for agency developmental programs.

3. Scope

The amount being spent for professional development every financial year should be utilized only for the following activities:

- a. Professional Membership Reimbursement (PMR) relevant to academics.
- b. For membership fee of professional organizations relevant to one's domain.
- c. For purchase of books relevant to teaching/research.
- d. For payment towards online courses like MOOC, etc., to enhance professional competency, on production of certificate of completion.
- e. To support research scholars/students under the guidance of a faculty against actual work related expense.
- f. Librarian appointed in the pay scale applicable to faculty members.
- g. All University Officials above the rank of Senior Executive and appointed by University / Deputed.
- h. Any other activity enhancing the core competency of the concerned faculty and staff (India / Abroad), with due approval of the Competent Authorities.

4. General Conditions

PDA is a reimbursement of an expenditure or payment of financial assistance (as in the case of advance payment) to an employee who has been employed in the Professional stream for the specified qualifying period, to offset professional development costs. The following general conditions apply:

- a. Guidelines for participating in the conferences (within and outside DIT University).
- b. All faculty members below the rank of Professor must present a paper/poster when attending a conference and produce evidence of the same to claim reimbursement.
- c. All papers/posters must carry the name of DIT University along with the name of the author(s).
- d. Faculty members should prefer the reputed / indexed conference organized by premier Institutes / Societies with the aim to contribute in cascading the knowledge to the peer group.
- e. If paper presentation is held abroad then there should be a prior presentation in the Department before the Conference Support Committee (CSC). The constitution of CSC is suggested as appended below:
 - (i) Head of the Department (Convener).
 - (ii) At least one faculty member of the Department above the rank of Associate Professor.

(iii) Dean / Director of the School.

5. Procedure of approval of PDA application

- a.** Prior approval of the University is mandatory for attending any such Conference, Workshop etc. to be held inside & outside India. Application in the prescribed format should be filed one-month prior to the event to be held in India and two-month prior to the event to be held abroad. Application submitted in the given format and defined timeline will only be considered. All such applications should be sent to the Registrar through proper channel.
- b.** Faculty members who have not completed one year of service at DIT University, may also apply for presenting the paper in the conference. However, the final approval will be given by the Registrar.
- c.** For attending conferences, workshops, etc., faculty members can avail approximately 75% of the anticipated expenses as advance from the finance section and get approval from the concerned authority which is to be settled within one week from the date of return from the event.
- d.** Faculty should apply for the appropriate leave independently and attach a photocopy of the approval with the leave application.
- e.** The applicant needs to ensure that all the approvals are obtained before the timeline.
- f.** Reimbursement of expenses will be made only on claims which are supported by original vouchers, receipts, and on production of certificate of attendance and post attendance report.
- g.** Submission of a report on paper presentation/participation (paper publication by the faculty in Conference/Seminars/workshop/FDP/STC is compulsory).
- h.** Following the event, the faculty member must present before the peer group of the department. Monthly report (in the prescribed format) has to be submitted to Dean R&C by the HOD regularly, subject to which new applications will be considered from respective department.

Note: in case the applicant does not attend the event, the information should be provided to Dean R& C by e-mail with copy to HOD.

POLICY FOR SEED RESEARCH GRANT

DIT University (DITU) is a premier Institute of Higher learning in the country. Over the years, the University has laid emphasis for creating educated and well trained human resource in the country. In addition to strong emphasis to teaching- learning at UG, PG and Doctoral levels, the University supports the novel ideas of our faculty by providing Seed Research Grant.

Objective:

The seed grant can be used by young researchers to initiate their research work when they join DIT University. It is one-time grant awarded to a faculty to kick start their research work, so that they can develop a strong research proposal for submission in National/International grant agencies within a year of receipt of the seed grant.

Nature and Duration of support:

The grant will cover equipment and consumables, and it would be a one-time career grant for a period of one year.

Eligibility:

The applicant should be an Indian citizen. The applicant should hold Ph.D. degree, and he/she is eligible to apply within two years of joining DIT University.

In exceptional cases, a Sr. Faculty members may submit a proposal if it falls in the thrust areas of S&T and/or allied areas as identified by the University for establishing Centre of Excellence.

Mode of Application and Selection:

Call for Seed Grant Applications will be notified twice in an academic year through the office of Dean R&C. The application should be submitted online on the prescribed format as given below.

Selection will be based on the recommendations of an Expert Committee constituted recommended by Dean R&C and approved by the Vice Chancellor. The Principal Investigator shall make a presentation before this committee. The number of successful seed grant applications and amount supported may differ from year to year, depending on the budget available.

A project allotment letter on prescribed format as given below will be issued by Dean R&C once the project is approved.

Deliverables:

It is expected that the grants provided by the University shall lead to:

1. Publications of research findings in high impact journals
2. Good quality projects by UG/PG
3. Innovative ideas which can be patented in the name of DIT University and the Investigator (s)
4. Setting up state-of-the art laboratories and infrastructure in DITU

Monitoring:

Following committee shall review the progress of the project:

- | | |
|--------------------------------|----------|
| 1. Dean R&C (Ex-officio) | Chairman |
| 2. Head of the Department | Member |
| 3. Principal Investigator (PI) | Member |

The audited statement of the funds and its utilization will be submitted by PI.

The progress cum project completion report (PCR) report on the prescribed format as given below shall be submitted by PI and presented in the Planning & Monitoring Board [PMB].

Application for Seed Grant

A

Project Proposal

on

Submitted to

DIT University, Dehradun

Submitted by

Department of ----

DIT University, Dehradun

1. Summary of proposal
2. Origin and definition of proposal
3. Literature review (international and national)
4. References, Bibliography
5. Objectives
6. Methodology (6.1 Synthesis, 6.2 Characterizations)
7. Budget

I. Recurring			
Sr. No.	Name of consumable / Equipment	Purpose	Approx. Cost (in lakhs)
		Total	
II. Nonrecurring			
		Total	
		Grand Total	

Justification for budget

8. Expected outcomes and future scope
9. Facilities available at DIT university

Sr. No.	Instrument
1	
2	
3	
4	
5	
6	
7	
8	

10. Facilities to be availed outside DIT university campus

Sr. No.	Instrument	Institute	Remarks
1		1.	
2		1.	

Submitted by:

Name & Signature

Forwarded by:

Name & Signature

Project Allotment Letter

Name of Faculty

Department of _____

Project Title : _____

Project No. : _____

Dear _____,

Kindly refer to the above captioned project submitted by you for SEED money from the DIT University.

I am pleased to inform you that your proposal has been approved by the Hon'ble Vice Chancellor to funding for one year. The details of the approved budget are as under:

S. No.	Amount sought in Lacs (INR)	Amount Sanctioned in Lacs (INR)
1.	--	--

* Amount indicated in your initial proposal under the Recurring and Non-recurring heads in your initial proposal.

** Amount to be spent under the Recurring and Non-recurring heads **as per the revised details submitted by you on <<date>> are given below:**

RECURRING			
S No.	Name of Consumable/Equipment(s)	Purpose	Approx. Cost INR (in Lacs)
1.			
		Total	

Non-RECURRING			
S No.	Equipment(s)	Purpose	Approx. Cost INR (in Lacs)
1.			
		Total	
			Grand Total (A+B) = -----

This amount is to be utilised and the project should be completed by <<date>>.

All purchases to be made as per DITU policy and you are advised to initiate your work accordingly. Since it may consume some-time in the purchase procedures, you are sincerely advised to start the purchasing your instrument(s)/chemicals etc. without any delay so that your research work may not suffer and you may meet your goals well within the stipulated time.

It is expected that the outcome of the research work will lead to newer ideas and will create good research facilities at the DIT University. It is also expected that quality publications will emerge from the work carried-out through this project. It is further assumed that you will seek support from other funding agencies viz. DST, DRDO, UGC, CSIR etc.

You are further required to submit the progress report on this project to the office of the undersigned on quarterly bases.

Best wishes for the successful completion of this project.

Progress cum Project Completion Report (PCR)

A Project Completion Report of Project Proposal

Project No.

Submitted to

Dean R&C, DIT University, Dehradun

by

...

Department of ..

DIT University, Dehradun

PROJECT COMPLETION REPORT

Project No.

1. **Title of the Project:**
2. **Principal Investigator(s):**
3. **Implementing other Institution(s):**
4. **Date of Commencement:**
5. **Planned date of completion:**
6. **Actual date of Completion:**
7. **Objectives as stated in the project proposal:**

8. **Deviation made from original objective if any, while implementing the project and reasons thereof:**
9. **Experimental work giving full details of experimental set-up, methods adopted, data collected supported by necessary tables, charts, diagrams and photographs:**
10. **Detailed analysis of results indicating contributions made towards increasing the state of knowledge in the subject:**
11. **S&T benefits accrued**
 - I. Manpower trained on the project
 - II. Research Scientist or research Associates:
 - III. No. of Ph.D. Produced:
 - IV. Other technical personnel trained:
 - V. Patents taken, if any:
12. **Publication**

13. Financial Position

No.	Financial position/Budget Head	Funds Sanctioned	Expenditure	% of Total
1	Salaries/manpower costs			
2	Equipment's			
3	Supplies & materials			
4	Contingencies			
5	Travel			
6	Other expenses			
7	Others if any			
	Total			

Balance amount if any:

14. Procurement/Usage of Equipment:

a.

S.No.	Name of Equipment	Make/Model	Cost Lakhs	Date of Installation	Utilization rate(%)	Remarks regarding maintenance/Breakdown
1						

b. Plans for utilizing the equipment facilities in future

The procured equipment's can be used for:

i.

Name and Signature with date

(Principal Investigator)