Professional Membership/STTP/Paper Publications Sponsorship Policy

The Institute recognizes need of all along and continuous staff development. This is important considering rapid changes in technology and industry expectations. The Institute believes that a teacher who is well versed with and practices latest technology can only produce graduates suitable for industry. And hence encourages and supports its staff members in acquiring the latest skills through various modes.

An Overview

- Eligibility
- Scope and allowance
- Application procedure
- Limitations

Eligibility

Teaching staff members who have completed one year of continuous service as on 1st April shall be eligible for sponsorship for Professional memberships / STTPs / Workshops / Seminars / National Conferences / International Conferences, etc.

Scope and allowance

The Institute shall take part in this activity by sponsoring/supporting staff members in following activities.

1. STTP conducted by the own institute.
2. STTP conducted by other# institutes
3. Participation in Seminars, Conferences and workshops
4. Participation in Industrial Training
5. Paper publication in Indian / foreign journals
6. Visit to Institute/organization of National/International repute
7. Filing patent
8. Membership of Professional Institutions
9. Any other activity as deemed fit

Teachers are advised to apply to the Principal in prescribed proforma well before the activity. Application can also be made on plain paper giving all the details. Application shall be forwarded to the Principal, with due remarks by the department head, through respective department. If approved, staff members shall be reimbursed in the following way and his/her period of absence shall be treated as outdoor duty period.

STTP conducted by the own institute or other# institutes	Participation	60% reimbursement
Seminars, Conferences and workshops	Participation and paper presentation	80% reimbursement
Attending training at Industry/NITTR/etc. on deputation by the Institute		100% reimbursement
Paper publication in Indian / foreign journal	Journals with impact factor not less than 1	50% reimbursement
Visit to Institute/organization/Industry of National/International repute		50% reimbursement
Filing patent		Case to case basis
Membership of Professional Institutions	1 membership/year per staff	60% reimbursement
Enrollment for online certification program	1/year per staff	60% reimbursement

#only those institutes having acceptable standing as decided by the Principal.

Reimbursement shall cover registration / publication charges and out station travel expenditure with appropriate mode of travel.

Principal shall be the final authority in limiting or extending benefit as deemed fit.

Reimbursement shall be applicable on fulfillment of following,

Presentation to departmental/cluster staff members and students and submission of comprehensive report to the department
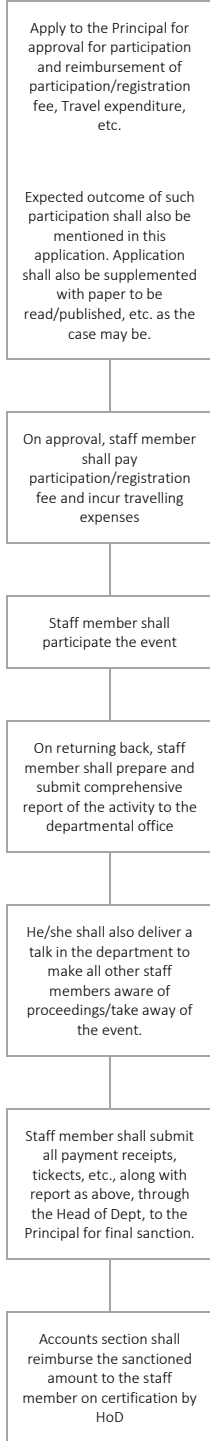
Limitations

This policy shall not cover long term deputations.

VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY

Proforma for claiming expenditure for
Technical workshop/STTP/any other similar event

Apply to the Principal for approval for participation and reimbursement of participation/registration fee, Travel expenditure, etc.	Date : …………………….
Expected outcome of such participation shall also be mentioned in this application. Application shall also be supplemented with paper to be read/published, etc. as the case may be.	Note: The department proposes to depute ……………………………………………………………… for a seminar / conference / STTP as detailed below,

Subject : …………………………………………………….

Organised by : …………………………………………………….

Date and timings : …………………………………………………….

Venue : …………………………………………………….

Registration fees : Rs. …………… Stay/ Travel expenditure : …………… Total Expenditure : ……………

On approval, staff member shall pay participation/registration fee and incur travelling expenses

Your permission for deputation and sanction for expenditure involved in registration fees & TA, as allowed in "Deputation for Seminar/STTP/Workshops Policy" is requested. Expenditure be debited to Staff Development account of the Institute.

Staff member shall participate the event

On returning back, staff member shall prepare and submit comprehensive report of the activity to the departmental office

Head of the Dept.

He/she shall also deliver a talk in the department to make all other staff members aware of proceedings/take away of the event.

Principal - ☐approved ☐not approved

Reimbursement subject to fulfillment of,

Staff member shall submit all payment receipts, tickects, etc., along with report as above, through the Head of Dept, to the Principal for final sanction.

Pre-sanction
Submission of Attendance/Programme certificate
Submission of course material
Submission of comprehensive report and a talk on the proceedings

Certified that all conditions as above are fulfilled, reimbursement may be granted.
Forwarded to the Principal for approval for – ☐100% ☐80% ☐60% reimbursement

Accounts section shall reimburse the sanctioned amount to the staff member on certification by HoD

Head of dept.