



# NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

APPROVED BY AICTE, NEW DELHI AND DEPT OF SCIENCE & TECHNOLOGY, GOVT. OF BIHAR  
AFFILIATED TO ARYABHATTA KNOWLEDGE UNIVERSITY, PATNA  
AMHARA, BIHTA, PATNA-801106

## Policy Regarding Provision of Financial Support to Teachers to Attend Seminars/ Conferences/ Workshops/ Membership Fee

Netaji Subhas Institute of Technology, Amhara, Bihta, Patna takes proactive steps to train its staff (teaching and Non-Teaching) so that they can enhance their capacities for delivering high-quality education and maintaining a learning environment. This policy is in force in order to attend conferences workshops organized by Institutions of National repute, Universities and Colleges and towards membership fee of professional bodies

Through financial support, it encourages the attendance in the seminars, conferences, training program and workshops. The Institute has created a policy document that encourages active involvement in a variety of events and provides support in the form of paid time off, membership dues, registration fees, and transportation costs, among other things. Many of the lecturers have actively engaged in numerous conferences, workshops, and presentations of their research during the past years. As a result of this policy of Provision of Financial Support to Teachers to Attend Seminars/ Conferences/ Workshops/ Membership Fee many of the faculties have attended many and enriched their insights in the academic development of the self and contributing to the institutional development.

### Objectives of this policy:

- To enhance the research and academic abilities of the teachers.
- To motivate them to attend Seminars/ Conferences/ Workshops/ Membership in their subject domain
- To widen their capabilities in their respective subject areas
- To expand their knowledge in their respective subject areas and enhance further research



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BY   
Director  
Netaji Subhas Institute of Technology  
Amhara, Bihta, Patna, Bihar  
PIN-801106

## Mode of Approval

- The Approval Committee shall scrutinize the applications to be submitted by the applicant to the competent authority. The Committee shall consist of the Director, Dean Academics, Dean Administration and a subject expert (from within the school) shall form the Committee to scrutinize the applications of teachers.
- The Committee shall verify the suitability of the event for academic progression of the applicant, and likely impact on the departmental academic activities.
- The applicant's proven record of research output and publication of the previous presentation for which such assistance was taken, if any, will be the important criteria.
- In respect of administrative officers, the possible impact of the proposed programme on overall administrative functioning shall be considered.

## ELIGIBILITY for Financial Assistance

The following condition must be taking into consideration while seeking any type of financial assistance. These are as follow:

a. 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.

b. Financial assistance may be provided in the following purposes

- For Teachers delivering key- note addresses/ plenary lectures.
- Those contributing a paper.
- Those invited to Chair a session.
- Those invited under International Collaboration Exchange Programmes.
- Those invited to give Symposium talks/ invited lectures or invited to discuss arts.
- For enhancing knowledge base through training and attending workshops
- Professional/ Faculty Development Programmes/orientation/Refresher course.
- In case if multiple applicants are there from the same department preference may be given to those applicants who have secured partial assistance from external sponsors / sources.

Granting of financial assistance will depend on the approval of committee and availability of funds in the Institute.



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The decision of the Director shall be final and no further claim will be entertained.

## **APPLICATION PROCEDURE**

The faculties shall apply in the proper hand written application to the Director at least 20 days before the date of commencement of international / national event respectively. For international events, the application shall be submitted through the respective Head of Department which will be placed before approval Committee and sent to the Director with its recommendations.

### **Financial Assistance Policy:**

The faculty/ teacher will be provided financial assistance to attend Seminars/ Conferences/ Workshops in and outside of India. or this the concerned teacher/faculty must produce acceptance letters, financial requirement and after attending the Seminars/ Conferences/ Workshops must produce the original receipts, certificate of attendance and T.A/ D.A. form in prescribed format either in case or through cheque or any mode of payment subject to decision of approval committee for the same.

### **The provision of Duty leaves with financial assistance**

The teacher/ faculty will be provided registration fees, travel allowance, dearness allowance and other financial help required for attending the conference.

The faculty/ teacher must submit the report of event (Seminars/ Conferences/ Workshops).

The provision of financial assistance to the faculty/ teacher as a member of an academic/research organization/subscription membership fee will be provided upon the original receipt of the fees paid to the organization/s.

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29/02/24