

6.3.2 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

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CHENNAI
INSTITUTE OF TECHNOLOGY

Sarathy Nagar, Kundrathur, Chennai - 600069, Tamilnadu, India.



Dr.A.Ramesh, M.E., Ph.D.
Principal

Date :24.02.2021

TO WHOMSOEVER IT MAY CONCERN

This to certify that the average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years is 47.42% .The details are given below.

Academic Year	2019-20	2018-19	2017-18	2016-17	2015-16
Total number of faculties	124	100	77	70	45


24/2/21
PRINCIPAL

Chapter – 10

Dr. A. Ramesh, M.E., Ph.D.

Principal

TRAVELLING AND DEARNESS ALLOWANCE POLICY

The guidelines on TA / DA norms for faculty members and staff attending any official meeting / Conference / Workshop etc. are as follows:

- Faculty members and Staff who wish to attend Seminars, Conferences, Workshops etc. (if there is a registration fee or not) organized by any reputed higher learning Institutions / Organizations should submit a request in the prescribed format to the Principal through their respective HODs.
- The requisition form is to be submitted at least 15 days before the commencement of the programme.
- Necessary supporting documents required along with the requisition form have to be enclosed without fail.
- Train fare for the shortest route shall be reimbursed. In the case of non-availability of train service, either the minimum air travel / bus / cab fare shall be reimbursed as per the TA norms.
- One of the authors will be sponsored to present a paper in a Conference.
- The faculty members and staff after attending any programme must submit attendance certificate and a report. If possible, a similar programme can be arranged at Chennai Institute of Technology on the attended topic within 7 days from the date of return.
- The report should cover the following details:
 - Details of topics covered in each session.
 - Details / Profile of speakers / resource persons / guests / industry experts who attended the programme along with the contact details.
 - Outcome of the programme
- The details of the expenditure incurred must be submitted within 7 days after attending the programme along with the receipt for the registration fee, self-attested bills of expenditure, if any, and attendance / participation certificate along with the report. If more than one faculty or staff had attended the programme, a combined expense details can be submitted.

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In an academic year, HOD /Professor / equivalent can avail a maximum of Rs.15,000/-, Associate Professor can avail a maximum of s. 10,000/-, Assistant Professor can avail a maximum of Rs. 8,000/- and the Non- Teaching / Admin staff can avail a maximum of Rs. 3000/- after recommendation by the concerned heads of the department and approved by the Principal for attending self-supported FDP / Workshop / Seminar.

For Research Paper presentation in International Conferences

Faculty members are eligible to get financial assistance up to Rs. 50,000/- for attending conferences outside India to take care of their travel and other expenses. This assistance will be given once in two years and for the faculty who has completed a minimum of one-year service at the Institution.

- Faculty members and staff attending any official work within Chennai city may use their own vehicle. In such cases, for own car travel an allowance of Rs. 11.00/km and for own two-wheeler travel an allowance of Rs. 5.00/km will be reimbursed.

Note:

1. In case journey is performed in a car and more than one person from the Institution attending the programme in the same place, the fare will be reimbursed to one of the travelers at the applicable rates.
2. Tickets (including airfare, train, bus etc.), receipts of Taxi and Auto / Restaurant bill are to be attached along with the claim form.

Norms for Payment of Honorarium to resource persons for Guest Lecture / Seminar / Workshop / Meeting etc.

These guidelines shall be applicable for paying honorarium to the experts invited from Institution / Industry for delivering lectures in Workshop / Seminar or delivering key note address in conferences / symposia

- (a) Rs. 5000/- per day at the level of Principal / Professor / Equivalent at institutional level and General Manager / Equivalent at industry level (Minimum engagement 2 hours)
- (b) Rs. 3500/- per day at the level of Associate Professor / Equivalent at institutional level and Assistant General Manager / Equivalent at industry level (Minimum engagement 2 hours).
- (c) Rs. 2500/- per day at the level of Assistant Professor / Equivalent at institutional level and Assistant Manager / Equivalent at industry level (Minimum engagement 2 hours).

If the expert is invited from outside Chennai, he / she will be provided with TA & DA

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Criterion	Description
6.3.2	6.3.2 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

Sl.No.	Academic Year	Total No. of Faculty Members	Financial Support Given	Link
1	2019-20	195	124	Click here
2	2018-19	170	100	Click here
3	2017-18	170	77	Click here
4	2016-17	169	70	Click here
5	2015-16	161	45	Click here
Total		865	416	