



DR. SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY AND SPORTS COMPLEX

540, Dum Dum Road, Suremath, Kolkata- 700074, West Bengal






Policy for Research & Development (W.e.f 2021-22)

Approved by BOG

Dated on 03/07/2021

Under Agenda No. 3

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DSCSITSE/POLI/ 2021-22/5	 (In-Charge, R&D Cell)	 (IOAC Convener)	 (Principal)
Issue No- 4			

Coordinator IOAC
Dr. Sudhir Chandra Sur Institute
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PRINCIPAL
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1. PREAMBLE

The sphere of research and innovations remains the fulcrum around which the teaching and learning processes revolve at Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex. The research policy aims to give the institute a competitive advantage in terms of research and excellence, as well as to chronicle the institute's information and promotional actions on the subject.

2. OBJECTIVES

The objectives of the policy include:

2.1 To offer the necessary infrastructure to promote research and innovation by providing the necessary ambience and culture.

2.2 To establish a knowledge-sharing and collaboration platform.

2.3 Publication of articles in prestigious journals and publications, the filing of patents, and the expansion of technology's inventive and original applications to relevant industries.

2.4 Research and Development (R&D) undertakings, including industrial collaborations.

2.5 To assure the quality of research and the upholding of ethical standards, as well as to instill a desire for a curious-driven environment in the teaching-learning process.

2.6 To guarantee that justifiable incentives are provided while keeping the institute's interests and limits in mind.

3. PROMOTION OF RESEARCH

The innovators are free to choose their subject of research and may also apply for funding from a prestigious source if necessary. The institute, on the other hand, will retain entire authority to review the papers and attempt constructive peer review to continuously improve the quality of research and move forward without discrimination. The research approach and practices must follow ethical guidelines and must not be designed to damage or humiliate individuals in any way.

The institute will gladly provide whatever aid needed to continue the research trip inside its bounds, as well as encourage the registration of patents and publication of research papers in journals, among other things.

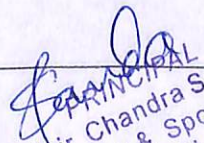
3.1. Establishment of Research & Development Cell:

The Research & Development Cell was established in 2019 as per the decisions taken by the Management. The R&D Cell comprises the following members.

3.1.1 Dean (R&D)- Chairman (ex officio member)

3.1.2 Head of all Academic Departments (ex officio member)

3.1.3 Faculty members- Principal nominee


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3.1.4 Members from Industry/Academia/ Research Institution

3.2. Responsibilities of R&D Cell:

The R&D Cell oversees research promotion, which includes the development, review, and monitoring of successes in the institute's research and development. The following characteristics are considered by the Cell:

- 3.2.1 Strengthening and expanding the institute's research capabilities.
- 3.2.2 Encourage all faculty members to conduct research in their areas of specialization.
- 3.2.3 The Institute's intellectual property is protected and commercialized.
- 3.2.4 Providing chances for academic staff to engage in research and development to preserve their enthusiasm, knowledge of current scholarship, and relevance in teaching and other institutional activities.
- 3.2.5 The creation of infrastructure that encourages high-quality and quantity research and development.
- 3.2.6 Institute research funds are distributed to established researchers, both individually and in groups, as well as seeding awards to new researchers and cross-departmental research initiatives.
- 3.2.7 Keep track of how research funds are spent to ensure that they are appropriately and formally accounted for.
- 3.2.8 Encourage the creation of new research and development fields.
- 3.2.9 The creation of systems that promote the most effective methods of engaging and inspiring research employees.
- 3.2.10 To encourage faculty members and departments to collaborate on multidisciplinary research projects.
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- 3.2.12 Maintain a database of research and development activities to track individual and group research and development performance to promote excellence and productivity.
- 3.2.13 Oversee the implementation of the Code of Research Ethics for ethical research activity.
- 3.2.14 To develop incentive schemes to encourage teachers and students to participate in research.

4. IDENTIFICATION OF THRUST AREAS

Research can be in any field, but it must be applicable to society. The institute's many collaborations with relevant industries and other institutes help to improve the quality of research and allow a deeper grasp of the subject for both UG and PG students. Each institute department must keep track of all prospective and ongoing research projects, which are grouped into numerous disciplines and referred to as a bank of thrust areas.

5. RESEARCH AT UG AND PG LEVEL

In the pre-final and final years of the course, undergraduates must successfully complete a major and minor project under the guidance and mentorship of faculty members. Finally, the project is submitted along with the associated chapter in the viva. The research environment is also carefully cultivated for postgraduate students.

6. MINOR RESEARCH PROJECT

The institute has set aside money for the implementation of research activities to encourage young researchers and faculty members to pursue research projects. The funding will be allocated based on the Research and Development Cell's decision.

7. MAJOR RESEARCH PROJECT

The institution has established partnerships with several funding bodies to assist major research projects carried out by both academics and students. The research effort will be inspected by the funding agency, and the funds will be awarded in accordance with their terms and conditions.

8. COLLABORATIVE RESEARCH PROJECT

The institution has made various attempts to bridge the gap between industries and institutes to assist society. The connections between the Institute and the Industry have resulted in a more reasonable environment for research and development. The Institution will take some steps to ensure the success of the project.

8.1 Industry-sponsored research project: The institution's experts would be available to assist and conduct research alongside students, as well as the possibility of receiving money from outside industry organizations. In this instance, if the project is awarded a patent, the cash will be split between the institute, the external organization, and the researcher.

8.2 Interdisciplinary research: The institute would set up the necessary infrastructure to satisfy the urgent need for interdisciplinary research. Experts from each of the fields would be on hand to assist with the research.

9. TRAINING FOR RESEARCH AND PUBLICATIONS

To ensure that teachers and staff personnel can channel their efforts to bear fruit, they are provided with rigorous training to pursue greatness in the domain.

Receiving financing from external groups or having a paper published does not imply that you have done good research. The way the paper is written has a significant influence and might be one of the most crucial criteria in being chosen for the goals.

10. PUBLICATION OF PAPERS IN JOURNALS

Faculty members are required to publish research papers in reputable journals and present the papers at national and international conferences on a regular basis to maintain and improve the effectiveness of research activity at the institute.



At Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex, constant publishing of high-quality research papers in recognized journals and conferences is always in style, and incentives may be given to teachers and scholars as needed.

Faculty members should be instructed to publish research papers in reputable journals and present the papers at national and international conferences on a regular basis to promote the culture of research across a wide range of horizons to maintain and improve the effectiveness of research work in the institute.

The consistent publication of high-quality research papers in recognized journals and conferences is always in style at DSCSITSC, and incentives may be given to faculty members and scholars when appropriate.

Faculty members would be expected to produce two to four papers in indexed journals each year (SCI, Scopus, Web of Science, Thomson Reuters).

11. PATENT AND IPR

Researchers are constantly urged to file a patent for work that has been completed successfully. To do so, the paper must pass departmental review boards, a committee designated for the purpose, and an Institute level review board, where a lawyer will also be present to check the legal points. The process is supervised and monitored by the Intellectual Property Rights Policy's rules.

12. CENTRES OF EXCELLENCE

To promote and celebrate the process, each of the institute's departments is inventing techniques on a regular basis to excel in the sphere of research in certain fields of study, and the organization of experts in that area will be dubbed the Centre of Excellence.

13. INCENTIVES FOR OUTSTANDING RESEARCH

The institution has developed measures to provide incentives to researchers in the form of money, awards, support for continuing initiatives, or a certificate for professional promotion to honor the efforts that they put into their project.

14. ESTABLISHMENTS OF RESEARCH CHAIRS

Very senior and respected scientists or professors are selected for chairs to research in their field of excellence on a regular basis to stimulate young learners and assist the teaching-learning process.

15. ESTABLISHMENT OF DEAN RESEARCH

The Dean of Research and Developments oversees monitoring and supporting the institute's research efforts.

16. POLICY TO CHECK ACADEMIC MALPRACTICES AND

PLAGIARISM

The following steps were used to ensure that the research work was original:

- 16.1 Plagiarism is tracked using a variety of software, notably the 'Ithenticate' software.
- 16.2 Before proceeding, the supervisor analyses the Overall Similarity Index (OSI).
- 16.3 For researchers, the OSI must be below 20%. For all sources, the Individual Source Similarity Index (ISI) must be less than 5%.

Any violation of these terms may result in the cancellation of the semester's project, as well as the cancellation of enrollment for the course.

17.CODE OF ETHICS FOR RESEARCH

The following code of ethics and conduct must be followed by all students, faculty members, and related authorities:


- 17.1 All research projects must be competent and carried out in accordance with the relevant authorities' principles and recommendations.
- 17.2 In order to be published in reputable journals, magazines, and other venues, the research effort must be original in every way.
- 17.3 In terms of originality, the data obtained from the research must be justified and error-free.
- 17.4 Avoid obfuscating affirmations or derivations that could cause confusion.
- 17.5 No content or information may be plagiarized in any way.
- 17.6 Acknowledgements and citations must be properly done.
- 17.7 The article must be written in a clear context so that reviewers, editors, and readers may understand every topic.
- 17.8 The right writing format must be followed, but it must be flexible enough to modify as needed.
- 17.9 The confidentiality of the sources used must be protected and preserved.

18.REVIEW OF THE POLICY

The policy may be changed whenever required.

19.RESEARCH INITIATIVE FOR FACULTY

The following steps have been done to encourage the academic members of this institute to engage in research activity in greater numbers.


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19.1 It is always permissible to attend or arrange a growing number of conferences and workshops on the same topic.

19.2 Each faculty member is required to attend at least one national or international conference, symposium, or workshop per year. The institution will cover 100% of the registration price (up to Rs 10,000) in the case of a single author.

19.3 The institution will cover half of the registration fee for an international conference, symposium, or workshop (maximum Rs 15,000). External assistance, such as from the AICTE, will be accepted.

19.4 Financial incentives of up to Rs 8000 shall be offered to faculty members. If he/she is a single author, 100 percent of the remuneration will be granted; otherwise, the ratio will be 60:40, 60:20:20, and so on for numerous authors.

19.5 If the patent is awarded, the institute would offer a monetary incentive of Rs 20,000 to an individual or a team. The number of times you can appeal for a patent in a year is unlimited.

19.6 Consultancy can be provided while adhering to all the institution's rules.

19.7 The institution will award a grant to a faculty member to help them start a research project.

19.8 The Dean of Research and Development shall oversee the formation of a research club.

20. RESEARCH INITIATIVE FOR STUDENTS

20.1 Students are always encouraged to give talks about their research at conferences and other venues.

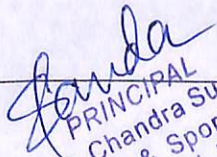
20.2 Students working on research projects should attend at least one national and international conference, symposium, or workshop per year.

20.3 Students shall be given awards and incentives in accordance with the institution's rules and regulations.

21. CRITERIA FOR FACILITATING PROFESSIONAL DEVELOPMENT PROGRAMS FOR THE FACULTY

21.1 Eligible Employees

Personnel with a regular full-time appointment and one year of accumulated service at Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex (excluding employees on leave without pay) are eligible.


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21.2 Criteria for Professional Development

21.2.1 Courses, seminars, workshops, and conferences that help staff maintain and improve knowledge and skills that are relevant to their tasks or career advancement at the Institute may be considered for financing.

21.2.2 All professional development activities must be delivered by an association or a service provider that is in the business of educating or providing career-related training or upgrading.

21.3 Criteria of Professional Development Leave

Employees approved for Professional Development Leave are entitled to up to 14 paid working days.

21.4 Consideration for not Funding:

21.4.1 Professional fees dues

21.4.2 Training to satisfy minimum job needs in the employee's existing work (for example, basic level training for newly installed or upgraded computer hardware or software is unlikely to be authorized, although intermediate and/or advanced computer training may be considered for funding).

21.4.3 Courses or programmes in which an employee is required to participate solely at the request of a supervisor.

21.5 Courses of general interest

A course that would benefit both the employee and the college might be an exception.

21.6 Funding Requirements

Employees who are eligible can apply for funds for approved professional development once a year (April 1 to March 31). The Board of Governors establishes maximum financing levels, which are evaluated on a regular basis.

Individual professional development funding that has been approved will not be rolled over to the next fiscal year.

Within two weeks of the staff development activity, allowable expenses must be submitted. Professional development funds will be distributed in the following priority order:

- 21.6.1 Registration fees
- 21.6.2 Materials and supplies
- 21.6.3 Travel for activities off-campus
- 21.6.4 Accommodations and meals

21.7 Application Procedures

21.7.1 Only requests for financial support for development activities are pre-approved by the College. In most cases, the college does not approve financing requests retrospectively.

21.7.2 The candidate must acquire permission to participate in a professional activity from the Principal through their individual Head of Department.

21.7.3 Applications must be completed and sent to the Principal's office at least one week before the event.

21.7.4 Applications are evaluated on a first-come, first-served basis. When applications are received, they will be date stamped and examined for completeness.

21.8 Cancellation

After receiving approval from the Head of the Department, employees can write to the Principal and request that their application and/or authorized money be withdrawn.

Employees are not allowed to use previously granted funds for another reason.

Employees who fail to attend a professional development event for which financing has been granted must reimburse the funds.

21.9 R&D Expenditure reimbursement

21.9.1 The applicant must be a member of the Institute's permanent faculty. Only full-time scholars/registered students are eligible to apply for financial assistance for research scholars/students.

21.9.2 A faculty member may only claim reimbursement costs once per year.

21.9.3 Even if there are many authors for a single publication/Conference presentation, only one author will be compensated for the registration price. If there are two or more applications for the same paper(s)/publication, only one will be considered, with the first author receiving preference. Teachers/Research Scholars/Students applying under the scheme do not need to get permission from the institution's head before sending their paper. They may, however, request financial aid if their article is accepted.

21.9.4 All departments should submit a departmental R&D budget (e.g., national/international seminars/conferences to be organized, visiting experts, patent applications, seminars/conferences to be attended, etc.) subject to approval of this proposal in a given format (will be given) by March 15th for the following academic year.

21.10 Reimbursement of Journal Publication fee:

Three types of international/national journals would be considered:



Cat I: Journals with a Science Citation Index (SCI) and publication fees that are listed in the UGC database.

Cat II: Journals that charge publication fees and have a Science Citation Index (SCI) or are indexed by Thomson Reuter/Scopus/Elsevier (if any).

A maximum of Rs.5000 in registration fee reimbursement may be awarded for publications in categories I and III.

Cat III: Published in a peer-reviewed archival journal (ideally international) that is indexed by Thomson Reuter/Scopus/Elsevier or has the Science Citation Index (SCI). Normally, there are no fees associated with this category.

A certificate of recognition would be given to anyone who published in this area.

21.11 Reimbursement of Conference Registration Fees for International/National Presentations

21.11.1 For presenting a paper at a reputable international conference, the maximum registration price per head is Rs.5000, with a 50% travel allowance (limited to AC 3 tier).

21.11.2 For delivering a paper at a reputable national conference, financial aid is available in the form of a maximum Rs.3000 registration fee per head and a 50% travel allowance (limited to AC 3 tier).

21.11.3 This type of payment is only available for oral presentations.

21.12 Registration fee reimbursement with travel allowance for attending a reputable institution's Faculty Development Program (FDP)/ Refresher Course (minimum 1 week and above).

21.12.1 For attending a national workshop, you may be paid 50% of your registration fees plus 50% of your travel expenses (limited to AC 3 tier).

21.12.2 The workshop participant must submit a report and give a presentation in front of the committee outlining the workshop's outcomes.

21.12.3 Registration fees for teachers attending inter-group events may be waived, particularly if the event is an international or national conference.


21.13 Institute/department financing for international/national conference planning:

21.13.1 An international conference can be funded once every two years for a maximum of Rs.2 lakhs.

21.13.2 A maximum of Rs.1 lakh can be spent on a national conference once a year.

21.13.3 In order to host such seminars/conferences, the college must seek funding from multiple governmental agencies.

21.13.4 Once a year, a maximum of Rs.25,000 will be allocated to each department's Conference/Seminar.


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This should be included in the Institute's annual budget for approval. The ultimate approval will be at the discretion of management in each of the situations.

21.14 Submission of the Claim

The applicant must provide the following documentation within one month of the date of publication/conference/seminar/FDP, etc., to ensure timely action in releasing the grant:

21.14.1 A statement of account must be given to the Institute for reimbursement, detailing all expenses incurred on the various items listed above.

21.14.2 Any additional funds obtained from other sources.

21.14.3 Xerox Copy of Certificate of Participation in Conferences / Symposiums / Workshops / Publications (self-attested) (s).

21.14.4 Original Cash Memo/Receipt, Original Cash Memo/Receipt Original Cash Memo/Receipt, Original Cash Memo/Receipt (If photocopies are to be submitted, the applicant must sign the document).

21.14.5 Paging is possible in all the claim bill's connected enclosures.

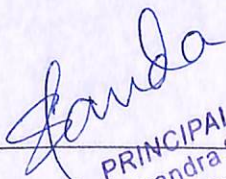
21.14.6 Details of the teacher's/research scholar's/bank student's account for bank transfer

21.15 Procedure for Approval of the Proposal

The proposal(s) received, duly completed in all aspects, will be examined by an Institute-level Committee for reimbursement approval.

21.16 Procedure to Apply for Assistance:

The application should be addressed to the Head of the Institution in the required application form (below) with all essential attachments and a copy of the acceptance letter from the organizers of the Conference/ Symposium/Workshop/Journal publishing authority. Applications that are incomplete will not be evaluated, and there will be no correspondence in this regard. The mere fact that an application has been submitted does not imply that it has been approved. The Institute's committee's decision in this regard will be final.


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ENGINEERING COLLEGE**

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**Policy for
Research & Development
(W.e.f 2018-19)**

Approved by BOG

Dated on 03/7/2018

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Ref. No: <u>DSDEC/POLI/2018-19/5</u>	Compiled By: <u>B Chatterjee</u> (In-Charge, R&D Cell)	Checked By: <u>[Signature]</u> (IQAC Convener)	Approved By: <u>[Signature]</u> (Principal)
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The following steps have been taken to encourage the academic members of this institute to engage in research activity in greater numbers.



19.1 It is always permissible to attend or arrange a growing number of conferences and workshops on the same topic.

19.2 Each faculty member is required to attend at least one national or international conference, symposium, or workshop per year. The institution will cover 100% of the registration price (up to Rs 10,000) in the case of a single author.

19.3 The institution will cover half of the registration fee for an international conference, symposium, or workshop (maximum Rs 15,000). External assistance, such as from the AICTE, will be accepted.

19.4 Financial incentives of up to Rs 8000 shall be offered to faculty members. If he/she is a single author, 100 percent of the remuneration will be granted; otherwise, the ratio will be 60:40, 60:20:20, and so on for numerous authors.

19.5 If the patent is awarded, the institute would offer a monetary incentive of Rs 20,000 to an individual or a team. The number of times you can appeal for a patent in a year is unlimited.

19.6 Consultancy can be provided while adhering to all the institution's rules.

19.7 The institution will award a grant to a faculty member to help them start a research project.

19.8 The Dean of Research and Development shall oversee the formation of a research club.

20. RESEARCH INITIATIVE FOR STUDENTS

20.1 Students are always encouraged to give talks about their research at conferences and other venues.

20.2 Students working on research projects should attend at least one national and international conference, symposium, or workshop per year.

20.3 Students shall be given awards and incentives in accordance with the institution's rules and regulations.

21. CRITERIA FOR FACILITATING PROFESSIONAL DEVELOPMENT PROGRAMS FOR THE FACULTY

21.1 Eligible Employees

Personnel with a regular full-time appointment and one year of accumulated service at Dr. Sudhir Chandra Sur Degree Engineering College (excluding employees on leave without pay) are eligible.



21.2 Criteria for Professional Development

21.2.1 Courses, seminars, workshops, and conferences that help staff maintain and improve knowledge and skills that are relevant to their tasks or career advancement at the Institute may be considered for financing.

21.2.2 All professional development activities must be delivered by an association or a service provider that is in the business of educating or providing career-related training or upgrading.

21.3 Criteria of Professional Development Leave

Employees approved for Professional Development Leave are entitled to up to 14 paid working days.

21.4 Consideration for not Funding:

21.4.1 Professional fees dues

21.4.2 Training to satisfy minimum job needs in the employee's existing work (for example, basic level training for newly installed or upgraded computer hardware or software is unlikely to be authorized, although intermediate and/or advanced computer training may be considered for funding).

21.4.3 Courses or programmes in which an employee is required to participate solely at the request of a supervisor.

21.5 Courses of general interest

A course that would benefit both the employee and the college might be an exception.

21.6 Funding Requirements

Employees who are eligible can apply for funds for approved professional development once a year (April 1 to March 31). The Board of Governors establishes maximum financing levels, which are evaluated on a regular basis.

Individual professional development funding that has been approved will not be rolled over to the next fiscal year.

Within two weeks of the staff development activity, allowable expenses must be submitted. Professional development funds will be distributed in the following priority order:

- 21.6.1 Registration fees
- 21.6.2 Materials and supplies
- 21.6.3 Travel for activities off-campus
- 21.6.4 Accommodations and meals



21.7 Application Procedures

21.7.1 Only requests for financial support for development activities are pre-approved by the College. In most cases, the college does not approve financing requests retrospectively.

21.7.2 The candidate must acquire permission to participate in a professional activity from the Principal through their individual Head of Department.

21.7.3 Applications must be completed and sent to the Principal's office at least one week before the event.

21.7.4 Applications are evaluated on a first-come, first-served basis. When applications are received, they will be date stamped and examined for completeness.

21.8 Cancellation

After receiving approval from the Head of the Department, employees can write to the Principal and request that their application and/or authorized money be withdrawn.

Employees are not allowed to use previously granted funds for another reason.

Employees who fail to attend a professional development event for which financing has been granted must reimburse the funds.

21.9 R&D Expenditure reimbursement

21.9.1 The applicant must be a member of the Institute's permanent faculty. Only full-time scholars/registered students are eligible to apply for financial assistance for research scholars/students.

21.9.2 A faculty member may only claim reimbursement costs once per year.

21.9.3 Even if there are many authors for a single publication/Conference presentation, only one author will be compensated for the registration price. If there are two or more applications for the same paper(s)/publication, only one will be considered, with the first author receiving preference. Teachers/Research Scholars/Students applying under the scheme do not need to get permission from the institution's head before sending their paper. They may, however, request financial aid if their article is accepted.

21.9.4 All departments should submit a departmental R&D budget (e.g., national/international seminars/conferences to be organized, visiting experts, patent applications, seminars/conferences to be attended, etc.) subject to approval of this proposal in a given format (will be given) by March 15th for the following academic year.

21.10 Reimbursement of Journal Publication fee:

Three types of international/national journals would be considered:



Cat I: Journals with a Science Citation Index (SCI) and publication fees that are listed in the UGC database.

Cat II: Journals that charge publication fees and have a Science Citation Index (SCI) or are indexed by Thomson Reuter/Scopus/Elsevier (if any).

A maximum of Rs.5000 in registration fee reimbursement may be awarded for publications in categories I and III.

Cat III: Published in a peer-reviewed archival journal (ideally international) that is indexed by Thomson Reuter/Scopus/Elsevier or has the Science Citation Index (SCI). Normally, there are no fees associated with this category.

A certificate of recognition would be given to anyone who published in this area.

21.11 Reimbursement of Conference Registration Fees for International/National Presentations

21.11.1 For presenting a paper at a reputable international conference, the maximum registration price per head is Rs.5000, with a 50% travel allowance (limited to AC 3 tier).

21.11.2 For delivering a paper at a reputable national conference, financial aid is available in the form of a maximum Rs.3000 registration fee per head and a 50% travel allowance (limited to AC 3 tier).

21.11.3 This type of payment is only available for oral presentations.

21.12 Registration fee reimbursement with travel allowance for attending a reputable institution's Faculty Development Program (FDP)/ Refresher Course (minimum 1 week and above).

21.12.1 For attending a national workshop, you may be paid 50% of your registration fees plus 50% of your travel expenses (limited to AC 3 tier).

21.12.2 The workshop participant must submit a report and give a presentation in front of the committee outlining the workshop's outcomes.

21.12.3 Registration fees for teachers attending inter-group events may be waived, particularly if the event is an international or national conference.

21.13 Institute/department financing for international/national conference planning:

21.13.1 An international conference can be funded once every two years for a maximum of Rs.2 lakhs.

21.13.2 A maximum of Rs.1 lakh can be spent on a national conference once a year.

21.13.3 In order to host such seminars/conferences, the college must seek funding from multiple governmental agencies.

21.13.4 Once a year, a maximum of Rs.25,000 will be allocated to each department's Conference/Seminar.



This should be included in the Institute's annual budget for approval. The ultimate approval will be at the discretion of management in each of the situations.

21.14 Submission of the Claim

The applicant must provide the following documentation within one month of the date of publication/conference/seminar/FDP, etc., to ensure timely action in releasing the grant:

21.14.1 A statement of account must be given to the Institute for reimbursement, detailing all expenses incurred on the various items listed above.

21.14.2 Any additional funds obtained from other sources.

21.14.3 Xerox Copy of Certificate of Participation in Conferences / Symposiums / Workshops / Publications (self-attested) (s).

21.14.4 Original Cash Memo/Receipt, Original Cash Memo/Receipt Original Cash Memo/Receipt, Original Cash Memo/Receipt (If photocopies are to be submitted, the applicant must sign the document).

21.14.5 Paging is possible in all the claim bill's connected enclosures.

21.14.6 Details of the teacher's/research scholar's/bank student's account for bank transfer

21.15 Procedure for Approval of the Proposal

The proposal(s) received, duly completed in all aspects, will be examined by an Institute-level Committee for reimbursement approval.

21.16 Procedure to Apply for Assistance:

The application should be addressed to the Head of the Institution in the required application form (below) with all essential attachments and a copy of the acceptance letter from the organizers of the Conference/ Symposium/Workshop/Journal publishing authority. Applications that are incomplete will not be evaluated, and there will be no correspondence in this regard. The mere fact that an application has been submitted does not imply that it has been approved. The Institute's committee's decision in this regard will be final.