

No. HIT/NDS/ 2 /2014-15

Office of the Principal
HIT Nidasoshi
Date: 9-12-2014

C I R C U L A R


All the teaching & non teaching staff members are hereby informed to make a note of the Institute Policies on sponsoring and encouraging the faculty and staff for various academic activities, which have been revised and come in force with effect from 1/12/2014. All are advised to abide by the same.

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| 1 | Faculty Members are encouraged to attend National Conferences and International Conferences held within the country provided they have contributed research/technical papers in the conference with HIT affiliation and the paper has been accepted for presentation. In that case registration fees of up to 50% and one way traveling expenses by Bus or Sleeper class train will be provided. However, maximum of two Conferences are allowed per year per faculty member out of which one can be international conference held in India. A report about the Conference must be submitted by the faculty member through the HOD within 4 working days after returning to the Campus. A seminar on the topic must be presented in the Department within 10 working days after returning to the Campus. |
| 2 | More weightage is assigned to papers published in peer reviewed journals. In view of this a faculty member who publishes research papers with HIT affiliation in highly referred National & International Journals will receive an incentive of Rs.1000/- for National Journals and Rs. 5000/- for International Journals. |
| 3 | Sponsorship for attending Seminars, Symposiums and workshops is based on recommendation from the Heads of the respective departments regarding the relevance and usefulness of the program and final approval by the Principal. The faculty members sponsored to attend these programs will receive up to 50% of registration fees and one side bus/sleeper class train fare. Each one will get maximum of one opportunity in every year. A report about the Seminar/Symposium must be submitted by the faculty member through the HOD within 4 working days after returning to the Campus. A seminar on the topic must be presented in the Department within 10 working days after returning to the Campus. |
| 4 | Faculty members are encouraged in every academic year to attend AICTE/ISTE sponsored STTP's and relevant training programs without affecting the academic work. Permission will be given on the basis of recommendations from the Heads of respective branches and final approval by the Principal. The Institute will not meet any traveling and other expenses for such STTP's. However, in case of not receiving TA & DA from the host Institute, faculty members attending such programs will be given one side traveling charges and registration fee up to 50%, if any. A report about the STTP must be submitted by the faculty member through the HOD within 4 working days after returning to the Campus. A seminar on the topic must be presented in the Department within 10 working days after returning to the Campus. |



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| 5 | Sponsorship for training programs intended to acquire special skills in emerging technologies may be carried out based on the usefulness of the program and institute will meet one side traveling expenses of the faculty members (by Bus or Sleeper class train fair) and 50% of the course fees (if any). A report about the Course must be submitted by the faculty member through the HOD within 4 working days after returning to the Campus. A seminar on the topic must be presented in the Department within 10 working days after returning to the Campus. |
| 6 | Faculty members attending refresher courses on newly introduced curriculum or training programs organized for promoting certain curricular/co-curricular/placement activities by the Visvesvaraya Technological University will receive actual expenses incurred along with registration fees, if any. A report about the programme must be submitted by the faculty member through the HOD within 4 working days after returning to the Campus. A seminar on the topic must be presented in the Department within 10 working days after returning to the Campus. |
| 7 | Training programs intended to enhance the technical skill of technical supporting staff members play an important role in developing new or standardizing the existing laboratories. Need for such training programs have to be decided by the heads of the respective departments and based on their recommendations and the final approval by the Principal, applicant may be given course fee up to Rs. 1000=00 and one way traveling to one or two staff members every year so that an individual will get maximum opportunity of once in every two years. A report about the programme must be submitted by the staff member through the HOD within 4 working days after returning to the Campus. A seminar on the topic must be presented in the Department within 10 working days after returning to the Campus. |
| 8 | Faculty Members who get a patent for a new idea or design will be given an incentive of Rs. 5,000/-. An additional incentive of Rs. 5,000/- will be given if the patent gets an offer from any manufacturing firm for manufacturing and commercial use. The relevant details, through the HOD, must be submitted for claiming the incentive. |
| 9 | Faculty Members who publish a technical book for UG level / PG level / research level will be given an incentive of Rs. 4,000/-. The relevant details, through the HOD, must be submitted for claiming the incentive. |
| 10 | The students' project batches which will win First Prize/Award and Second Prize/Award at the National & International Level competitions conducted outside the State or from the recognized organizations within the state will be given an incentive of Rs. 3000/- and Rs. 2000/- respectively. The relevant details, through the HOD, must be submitted for claiming the incentive. A given project batch will receive such incentive only once. |




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