

# **ASANSOL ENGINEERING COLLEGE**



Vivekananda Sarani, Asansol,  
West Bengal, 713305

## **RESEARCH AND DEVELOPMENT POLICY**

## **Rule for R & D expenditure reimbursement**

### **Introduction**

To encourage Research & Development at the Institute, the Institution will provide financial support to Teachers/Research Scholars/Students of the Institute to attend National Conferences / Seminars / Workshops / Symposia and also to publish journals. This financial support is expected to help them to disseminate their research findings and interact with other academicians / scientists to get feedback, which will qualitatively enhance the research output of the individual as well as the Institute.

### **1) General instructions:**

- a) The applicant should be a permanent faculty of the College. In case of research scholars/students, only full-time scholars/registered students can apply for the financial grant.
- b) A faculty may claim for reimbursement fee only once in a year.
- c) Even if there is multiple numbers of authors for a single publication/Conference presentation, registration fee will be reimbursed for only one author. In case of two or more applications for the same paper(s)/ publication only one application will be considered and priority will be given to the first author. The Teachers/Research Scholars/Students applying under the scheme, need not obtain prior approval of Head of the Institution before sending the paper. However, once the paper is accepted, they may apply for financial assistance.
- d) All the department should submit departmental R & D budget (eg-Seminar/Conference-National/International to be organized, visiting experts, Patent Application, Seminar/Conference to be attended, etc) subject to the approval of this proposal in a given format (will be given) within 15<sup>th</sup> March for the next Academic Year.

## **2) R & D activities of the Institute under different categories:**

### **a) Reimbursement/Award for Journal Publication-**

International/national journals would be divided into three categories:

Cat I: In UGC listed journals with Science Citation Index (SCI) and with publication fees.

Cat II: The type of journals with Science Citation Index (SCI) or indexed by Thomson Reuter/Scopus/Elsevier and levy Publication Fees (if any).

For publication under the categories I & III an amount of maximum Rs.5000 may be granted as encouragement for publication.

Cat III: In peer reviewed archival journal (preferably international) with Science Citation Index (SCI) or indexed by Thomson Reuter/Scopus/Elsevier. This category normally levies no fees.

### **b) Reimbursement of registration fee for presentation in international/national conference–**

- i) For presenting a paper in reputed international conference - Maximum Rs.5000 as registration fee per head and 50% travelling allowance (limited to AC 3 tier).
- ii) For presenting a paper in reputed national conference allotment of financial assistance, maximum Rs.3000 registration fee per head & 50% travelling allowance (limited to AC 3 tier).
- iii) Such reimbursement will be allowed only for Oral presentation.

### **c) Reimbursement of registration fee with travelling allowance for attending Faculty Development Program (FDP)/ Refresher Course (minimum 1 week and above) in a reputed institution.**

- i) Registration fees for faculty attending inter group events may be waived off specially for international or national conference organized.
- ii) 50% of registration fees with 50% travelling allowance (limited to AC 3 tier) may be reimbursed for attending national workshop.

iii) Attendee should submit a report and should give presentation in front of the committee highlighting the outcome of the workshop.

**d) Funding for organizing international /national conference by the institute /department**

iv) For international conference maximum Rs.2 lakhs once in every 2 years

i) For national conference maximum Rs.1 lakh once in every 1 year

ii) The college must apply to different statutory bodies for obtaining fund for conduction of such seminars/conference.

iii) For individual departments conference/Seminar, maximum Rs.25,000 once in every 1 year

This should be incorporated in annual budget for approval duly approved by the Institute

For both the above cases the final approval will be at the discretion of the management.

**3. Submission of the Claim**

In order to ensure prompt action in releasing the grant, the applicant shall submit the following documents within one month from the date of publication/conference/seminar/FDP, etc:

i) A statement of account giving full details of expenditure incurred on various items as mentioned above shall be submitted to the Institute for reimbursement.

ii) The amount received from other sources, if any.

iii) Xerox Copy of the Certificate of participation (self-attested) in the Conferences/Symposium/Workshop/publication (s).

iv) Original Cash Memo/Receipt may be enclosed with the claim. If the photocopies are to be submitted then this should be signed by the applicant.

v) Paging may be done in all the enclosures attached with the claim bill.

vi) Details of Bank Account of Teacher/Research Scholar/Student for Bank Transfer.

#### **4. Procedure for Approval of the Proposal**

The proposal(s) received duly completed in all respects will be evaluated by a committee formulated at the Institute level for approving such reimbursement.

#### **5. Procedure to Apply for Assistance**

The application should be sent to the Head of the Institution in the prescribed application form (given below) along with all necessary enclosures with a copy of the acceptance letter from the organizers of Conference/ Symposium/ Workshop/ Journal publishing authority shall be submitted to the University. Incomplete applications will not be considered and no correspondence will be entertained in this regard. The submission of an application does not automatically mean that it is approved. The decision of the committee of the Institute in this regard shall be final.