



Swami Keshvanand Institute of Technology, Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India
Recognized by UGC under Section 2(f) of the UGC Act, 1956
Affiliated to Rajasthan Technical University, Kota

Policy for Financial Support

To pursue vigorously the policy to promote quality education, the Institute has decided to put greater emphasis on post graduate and research programmes. To strengthen these programmes the faculty will be encouraged to participate and publish their research papers in National and International journals of repute. For this purpose the Management may provide financial assistance. Request for financial assistance to attend national and international conferences, seminars and workshops for the purpose of presenting papers will also be considered but will have lower priority.

Purpose:

- To promote faculty development activities.
- To strengthen PG programmes.
- To encourage research and development.
- To allow the faculty to interact with faculty of institute of higher learning.

Eligibility:

- All the faculty members who have put it at least one year of service with SKIT will be eligible for financial assistance.
- No faculty member will get financial assistance for more than two times during any one academic session.
- Only one author will be permitted to participate in the conference for the purpose of presenting the research paper.

Order of Priority:

- Top priority will be given to those whose research papers are accepted in the standard refereed international journals. The faculty members will have to seek travel and other financial assistance from the bodies like AICTE, UGC, CSIR, DST etc. The management may grant them subsidy on the recommendations from the Principal on the basis of reputation of the journal, seniority of the faculty and the availability of funds.
- Second priority will be given those whose research papers are accepted in the refereed National journals of repute. All such faculty members will be granted full registration fee, to and fro railway/bus fare and boarding and lodging expenses if the same are not provided by the organizers.
- Peer reviewed research papers accepted for presentation in international/national conference to be held in India in the Institute of National importance (IISc, IITs, IIMs, NITs and Central Universities etc.) will be given next priority, The faculty members will be given 50% of the registration charges and full to-and-fro rail/bus fare and boarding and lodging expenses if the same are not provided by the organizers.
- Research papers accepted for presentation in local and other conferences where papers are not peer reviewed will be given the last priority. In all such cases only 50% of total expenses which may include registration charges, to-and-fro rail/bus fare and boarding and lodging charges will be reimbursed.

Grant of leave:

- In all such cases the faculty members will have to apply in advance for academic leave out of six for which they are eligible. For presentation of research paper outside India the faculty members may be granted academic leave in excess of six academic leave if need arises.

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**Swami Keshvanand Institute of Technology, Management & Gramothan,
Jaipur**

Revised Professional Development Allowance (PDA) Policy- 2021

1. Eligibility

Faculty members who have worked at SKIT for two years continuously are eligible for the Professional Development Allowance (PDA) of ₹7000/- in a financial year (i.e. 1st April to 31st March) with a maximum of ₹5000/- per six months. The revised PDA policy will be effective from 1st April, 2021.

The fund is intended to be used by all of the eligible faculty members for academic growth and global exposure.

2. Provision

Each financial year, funds allocated for professional development should be utilized to the following activities:

1. To attend Seminars, Workshops, Conferences, Short Term Courses (STC), Faculty Development Program (FDP), Meetings of Professional Bodies, etc., (Event) in India or abroad.
 - a. International event within State up to ₹ 1500 (Maximum 50% of Registration)
 - b. National event within State up to ₹ 1000 (Maximum 50% of Registration)
 - c. International event within India up to ₹ 3000 (Maximum 50% of Registration)
 - d. National event within India up to ₹ 2000 (Maximum 50% of Registration)
 - e. International event outside India up to ₹ 5000 (Maximum 50% of Registration)
 - f. Event within SKIT* up to ₹ 1500

**HODs may use PDA allocated to the department for conducting such academic events in the absence of or not sufficient any external funding subject to the above mentioned condition. For this each faculty members have to be registered in the event and attend all the sessions actively. Process of reimbursement will remain the same.*




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2. For membership fee of professional organizations relevant to one's domain (up to ₹ 2000 only or 50% of actual fee paid whichever is less).

(There is no restriction on number of membership of Professional organizations availed per year under the limit of ₹ 2000/-)

3. For payment towards online courses like MOOC, etc., to enhance professional competency, on production of certificate of completion (Maximum ₹ 2000 and up to ₹ 1000/- per course). As our institute is a part of SWAYAM NPTEL local chapter so all the faculty members should answer "YES" to the questions related to information sharing with the institute.
4. Professional Courses/Certification courses like machine learning, cyber security, leadership development program, quality management or other emerging field offered by renowned professional bodies/institution of repute (Maximum ₹ 2000 per annum with prior approval)
5. For payment of filing charges of Patents (Maximum ₹ 4000 per annum) wherein the institute must be mentioned as applicant. The claim can be made only after successful publication of patent.

3. Conditions

In all the activities/events, faculty members are required to mention his/her affiliation as *Swami Keshvanand Institute of Technology, Management & Gramothan, Jaipur*. The name of faculty member must be the same as mentioned in appointment letter.

1. Guidelines for participating in the conferences

- a. During a financial year, faculty members may attend one National and one International conference related to their research or academic field, organized by any recognized university or other premier institution.
- b. Faculty member must present paper/poster while attending a conference and produce evidence of the same for claiming the reimbursement.
- c. The faculty members should attend reputable/indexed conferences organized by premier institutions or societies to contribute to cascading knowledge within the academic community.




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d. If paper presentation is held abroad then there should be a prior presentation in the Department before the DPAQIC (Departmental Programme Assessment and Quality Improvement Committee).

2. Guidelines for participation in the Workshops/Faculty Development Program (FDP) / Short Term Course (STC)

During a financial year, faculty members may attend one workshop, one faculty development program (FDP), and one Short Term Course (STC) related to their research or academic field, organized by any recognized university or other premier institution.

3. Procedure of approval of PDA application

- a. In order to participate in conferences, workshops and other events inside and outside India, prior approval from the authority responsible is required.
- b. A completed application must be submitted to HOD one month before an event taking place in India and two months before for events occurring in abroad.
- c. After receiving approval from the HOD, all such applications should be sent to the Director (Academics)/Principal
- d. After obtaining approval from Director (Academics)/Principal the application will be submitted to Registrar office (for records).
- e. Un-availed amount of PDA in a financial year will not be carried forward to the next financial year.

4. Post event report submission

- a. Faculty has to submit the complete form through proper channel.
- b. Reimbursement of expenses will be made only on claims which are supported by original vouchers, receipts, and on production of certificate of attendance and post attendance report.
- c. The faculty must provide a report on their presentation/publication in Conference / Workshop / FDP / STC.
- d. A faculty member must present their findings to their peer group after the event.

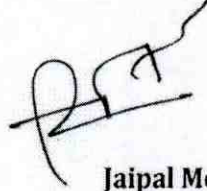



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- e. Quartely report (in the prescribed format) has to be submitted to Director (Academics)/Principal by the HOD otherwise new applications will not be considered from respective department.
- f. The applicant needs to complete the formalities within one week after the completion of event.

(Note: In case the applicant does not attend the event after getting approval due to some unavoidable circumstances, the information should be provided to Director (Academics)/Principal by e-mail with copy to HOD)


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Jaipal Meel
Director