



Policy Title: Faculty Development Policy

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Reviewed & Recommended by: IQAC

Approved by: Dr Nagaraj K Neerchal, Vice Chancellor

Approved Date: 21st January 2020

Faculty Development Policy (FDP)¹

Chinmaya Vishwavidyapeeth (CVV) strongly believes that the faculty is one of the strongest pillars of the University. The faculty members are provided numerous opportunities to pursue research and participate in seminars, conferences and workshops. CVV believes that participation in such programmes goes a long way in upgrading the research and pedagogical skills of the faculty. To encourage higher levels of involvement in these activities, CVV provides financial reimbursement of Rs. 25000/- per faculty for every academic year. This document lists the eligibility and the rules for availing the FDP. The document has two parts *viz.*, (i) reimbursement for academic activities (AR) and (ii) reimbursement for professional development activities (DR).

Terms:

- a) **‘University’**: Refers to Chinmaya Vishwavidyapeeth (CVV).
- b) **‘Academic Reimbursement (AR)’**: Refers to the entitlements for a faculty at CVV for his/her professional development.
- c) **‘Professional Development Reimbursement (PDR)’**: Refers to the entitlements for a faculty at CVV for attending conferences and/or workshops

All other terms carry their usual meaning or as defined by the University.

1. Eligibility (AR and PDR)

- 1.1. All Full-time faculty² (excluding those who are on contract) of CVV are eligible.
- 1.2. A newly joined faculty is entitled from the second academic year onward, provided he/she has been with CVV for at least six months in the first year of joining.
- 1.3. Those faculty who joined in an academic year with less than six months, will be eligible only from the third academic year onwards.

¹This policy combines the existing two policies i.e. (i) Academic Allowance and (ii) Faculty Entitlements for Attending Conferences and Workshops.

²Faculty on sabbatical are entitled to this allowance on special request, subject to the VC’s approval.

2. Rules for AR

These rules shall remain in force until further notice. Exceptions if any, need to be approved by the Dean of Faculty.

- a) Faculty can utilise the AA for any of the following activities:
 - i. Hiring of research assistants³.
 - ii. Local travel for self, research assistants and collaborators pertaining to academic/research work.
 - iii. Purchase of books, research magazines and other academic material.
 - iv. Purchase of gadgets, office equipment and hardware that enhances research and/or teaching.
 - v. Purchase of office stationery and consumables for academic/research work.
 - vi. Payment of membership dues and subscriptions for professional associations and societies.
 - vii. Miscellaneous and incidental expenses pertaining to academic/research work (including postage, courier, telephone, and other communication charges)
- b) Faculty must submit the details of the expenditure in a specified format (Annexure I), with all the supporting bills, to the Dean's office.
- c) All bills and/or invoices must be self-attested by the faculty.
- d) The originals will be forwarded for approval and a copy of the same be retained in the Dean's office.
- e) In case if the claim amount and invoice does not tally, the finance department shall return the documents to faculty along with a note.
- f) In case of mismatch, faculty can rectify the error and resubmit the document to the finance department for processing the claim.

³Refer Policy of Research Assistants (work in progress)

3. Rules for PDR

- 3.1. Faculty must focus on attending the conferences organised by reputed universities/institutions/professional associations. Except for e-conferences, all others require prior approval. There is no cap on the number of conferences one can attend.
- 3.2. A faculty can attend/participate in any number of online courses (Udemy, Coursera, edX, Swayam, Nptel, etc.). CVV will reimburse the fee paid for two courses or Rs. 5000/-, whichever is less. The faculty need to submit the details to the Dean (Annexure I).
- 3.3. If a faculty wishes to attend a workshop⁴, a note outlining how this will assist in enhancing the teaching and research activities must be sent along with the request to the Dean (Annexure II).
- 3.4. For a conference presentation, a faculty must submit the acceptance mail (received from the organiser), along with the full paper, to the Dean's office two weeks before the event date.
- 3.5. If approved, the faculty can either request for an advance amount (75% of the registration and travelling cost) or opt for reimbursement.
- 3.6. The faculty must submit the details of the expenditure to the Dean's office within 30 days from the event date in a specified format (Annexure I) with all supporting bills.
- 3.7. Once the Vice Chancellor approves the request from a faculty for attending the conference/workshop, the entire duration of the trip (including time for travel and attending the conference/workshop) will be treated as duty leave.
- 3.8. Faculty may be entitled to additional duty leave (not more than two more days) for any work which is academic in nature, subject to approval from the Vice Chancellor.
- 3.9. While applying, faculty must ensure that only a very few teaching hours are likely to be affected. Further, alternate arrangements must be made to compensate for the loss.

4. Revision History

First draft: July 2018

Second draft: 02 August 2020

Third draft: 04 September 2020

⁴ No prior approval required for e-workshops.

Annexure I
Academic Reimbursement Form

Name:

Employee Number:

School:

<i>Sr. No</i>	<i>Particulars (Estimate)</i>	<i>Bills (Y/N)</i>	<i>Amount (INR)</i>
1.	Membership fees to any professional organisations		
2.	Hiring of research assistant/s		
3.	Cost of books/materials pertaining to academic/research work		
4.	Cost of hardware and/or gadgets and/or office equipment (academic/research)		
5.	Cost of any other item related to academic/research work		
6.	MOOC registration fee (max up to 5000/ academic year)		
7.	Conference/seminar registration fee		
8.	Travelling cost (conference/seminar)		
9.	Bus/train /flight ticket (Second AC/flight fare; whichever is less)		
10.	Local conveyance (taxi/auto/bus)		
11.	Boarding and lodging (max Rs. 1500/head/day or on actuals; whichever is less)		

*Add/remove rows (if necessary)

I hereby declare that the original bills and/or copies of claims have not been claimed elsewhere, either from Chinmaya Vishwavidyapeeth or outside the University. I have also attached a copy of certificate/s for documentation purposes.

Signature

Date

The mentioned expenditure is within the approved limits. Recommended and forwarded to the Vice Chancellor for approval.

Dean's signature

Status: Approved/Rejected by the Vice Chancellor

Annexure II
Request for Attending/Participating in a Workshop/Seminar

Name:

Employee Number:

School:

Name of the Organising Institute:

<i>Sr. No</i>	<i>Particulars (Estimate)</i>	<i>Bills (Y/N)</i>	<i>Amount (INR)</i>
1	Workshop/Seminar Registration Fee		
2	Bus/Train /Flight ticket (Second AC/fFlight fare; whichever is less)		
	Local conveyance (Taxi/Auto/Bus)		
3	Boarding and Lodging (Maximum Rs.1500/head/day or as per actuals; whichever is less)		
Explain how this workshop/seminar will benefit in the academic and research work. (Attach a separate sheet if required).			

I hereby declare that the original bills and/or copies of claims have not been claimed elsewhere, either from Chinmaya Vishwavidyapeeth or outside the University. I have also attached a copy of certificate/s for documentation purposes.

Signature

Date

The mentioned expenditure is within the approved limits. Recommended and forwarded to the Vice Chancellor for approval.

Dean's signature

Status: Approved/Rejected by Vice Chancellor