



Sri Dharmasthala Manjunatheshwara College
(Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

6.3.2. Faculty Empowerment/ Financial Support Policy



FACULTY/STAFF EMPOWERMENT POLICY

Preamble:

Empowered staff members contribute for the growth and sustenance of the organization. In this scenario, all the organizations initiate training and development interventions to upgrade the domain knowledge and skill sets to take up the emerging challenges in teaching, research, consultancy and extension.

Policy:

Institution provides all support to empower the staff through internal and external faculty development programmes and in-house skill upgradation training / programme.

Objectives:

- To make the staff competent to face the challenges emerging from the changes in the domain knowledge, skill sets driven by the market forces.
- To provide hands on experience to staff to adopt technology in teaching, learning evaluation, documentation reporting process.
- To provide an opportunity to the staff to excel in the chosen field of teaching inclusive of research, consultancy and extension.
- To keep all staff abreast of the developments in the subjects and properly oriented and refreshed

Methodology:

- Newly recruited staff shall compulsorily undergo the orientation programme scheduled within the campus by the IQAC and the team of senior staff members on the code of conduct and organizational structure and related issues.
- Those staff members who have completed the institutional orientation programme are eligible to undergo faculty development programmes either organized internally or external faculty development programmes.
- On completion of orientation programme and the completion of probationary period, they are allowed to register for PhD and such other facilities.


PRINCIPAL
S.D.M.COLLEGE
UJIRE - 574240, D.K.

**Scheme for faculty attending Conferences/Seminars/Workshops
at International/National/State Level**

PREAMBLE/OBJECTIVE:

In order to ease the faculties' probable hurdles in attempting for conferences/seminars, to enhance their skills, Management has brought out the scheme for attending State/National/International Conferences/Workshops & Seminars etc. The scheme is as under:

SCHEME:

A table showing the classification of conferences, eligibility criteria coupled with financial limitations are depicted below:

Sl. No.	Type	Eligible Staff	Conditions	Financial Provision	
I (a)	International Conference held abroad	Associate Professor & above	a) Requires approval of the President SDME Society	a) Registration fee	At actuals
			b) Faculty must present a paper at the conference	b) International Airfare by Economy Class	At actuals
			c) Eligible only once in three years	c) Travel fare between place of employment and authorised exit point in India	As per Travel Expense Reimbursement Rules
			d) Special Leave of 6 days would be allowed for the participants	d) Financial Assistance (for the above)	A maximum amount of Rs.1.00 lakh would be paid by the institution including above Or at actuals whichever is less



(b)	Conference in SAARC Countries (Bangladesh, Bhutan, Maldives, Nepal, Pakistan & Sri Lanka)	Reader & Above	a) Requires approval of the President of SDME Society	a) Registration fee	At actual
			b) Faculty must present a paper at the Conference. c) Eligible only once in two years d) Maximum 6 days of Special Leave would be allowed for the participants excluding Journey time.	b) Travel, Per diem & Accommodation c) Air Travel only to Professors-& beyond overnight journey only.	As per Travel Expense Reimbursement Rules
				d) Financial Assistance (for the above)	A maximum amount of Rs.75,000/- would be paid by the institution including above Or at actuals whichever is less
c)	International Conference held in India	Lecturer & above	a) Requires approval of the Secretary & Head of the Institution	a) Registration fee	Maximum of Rs.5,000/- or at actuals whichever is less
			b) Faculty must present a paper/poster or chair a session or deliver guest lecturer c) Eligible once in a year d) Maximum 6 days of Special Leave inclusive of journey time.	b) Travel, per diem & Accommodation	As per Travel Expense Reimbursement Rules. With the following limits: maximum of RS.15,000/- for Professors, RS.10,000/- for Associate Professors and RS. 7000/- for Asst. Professors Or At Actuals with supporting documents whichever is less.



II (a)	National/ Regional/ State Level Conference/ Seminar/ Symposia (With Paper presentation)	Lecturer & above	a) Requires approval of the Secretary & Head of the Institution	b) Registration fee	Maximum of Rs.3,000/- or at actuals whichever is less
			b) Faculty must present a paper/poster or chair a session or deliver guest lecturer c) Eligible once in a year d) Maximum 6 days of Special Leave inclusive of journey time.	b) Travel, per diem & Accommodation	Maximum of Rs.3,000/- Or At Actuals with supporting documents whichever is less.
(b)	National/ Regional/ State Level Conference/ Seminar/ Symposia (Attending Conference without paper presentation)	Lecturer & above	a) Requires approval of the Secretary & Head of the Institution	c) Registration fee	Maximum of Rs.1,500/- or at actuals whichever is less
			b) Eligible once in a year c) Maximum 6 days of Special Leave inclusive of journey time.	b) Travel, per diem & Accommodation	Maximum of Rs.2,000/- Or At Actuals with supporting documents whichever is less.
III)	Continuing Higher Education Programme ROTP, TOT, CME	Lecturer & above	a) Requires the approval of the Secretary and the Head of Institution. b) Only when conducted as part of professional Conference and faculty has attended the conference.	a) Registration fee	Maximum of Rs.1,500/- or at actuals whichever is less
IV)	Workshop/ Training Programme	Lecturer & above	a) Requires approval of the Secretary and the Head of the Institution	a) Registration fee	Rs.1,000/-
			b) Once in a year	b) Travel Per Diem & Accommodation	As per travel Expense Reimbursement Rules.



OTHER TERMS AND CONDITIONS FOR PARTICIPATING IN THE Conferences/ Seminars/ Workshops

1. Presentation of Papers:

- 1.1 All papers/poster meant for presenting at the conference must have been cleared by a Committee constituted for such purpose, either by the University/Management or in its absence, by the Head of Institution.
- 1.2 A copy of the paper to be submitted to the HOI along with the application.
- 1.3 The staff members may also be considered for deputation of Re-orientation programme to upgrade their working skills/knowledge depending upon the necessity on case to case basis.

2. Sanction of Special Leave:

- 2.1 The period of deputation will be treated as special casual leave and this leave shall not be more than the specified period.
- 2.2. The same staff members of the respective departments shall not be deputed frequently and the benefit shall be utilized by all the staff members equally.
- 2.3 At a time, not more than 50% of the staff of the department shall avail the special casual leave.
- 2.4 Extended stay beyond the permitted days will not be entertained without the permission by the management.
- 2.5 Final ratification of the special leave, shall be against the production of copy of the attendance certificate.

3. General Conditions:

- 3.1 While on deputation, the staff members themselves shall adjust the duties to run the departmental assignments under written intimation to the Principal.
- 3.2 Staff members eligible for the above facilities will not include those who are on probation and adhoc appointment, Post-doctoral fellows, tenure/contract and locum appointees.
- 3.3. Care to be exercised for equal opportunities for all the departments depending on the funds availability.
- 3.4. A proposal to be submitted to the authorities concerned, well ahead of the Seminar.
(Specimen format attached)
- 3.5. Attendance certificate shall be produced to claiming benefits along with report within 2 days on arrival.

4. T.A., D.A. & Financial Commitments:

- 4.1 Reimbursement of expenses will be made only on claims which are supported by vouchers, receipts, etc. in original and a certificate of attendance.



- 4.2 No TA/DA shall be claimed if the staff members are visiting other institutions as a guest lecturer or as a Resource Person at conference/seminar.
- 4.3 The expenditure on account of deputation of staff shall be restricted as per the approved budget of the financial year and will be considered only with the prior written sanction of the management.
- 4.4 Expenses incurred towards extended stay, will be borne by the staff only.

5. As Resource Person:

- 5.1. Staff members are eligible to participate as resource person in National conferences/Seminars.
- 5.2. No financial benefits will be given.
- 5.3. Maximum of 7 days Special Leave can be considered.
- 5.4. Prior approval of management is mandatory.
- 5.5. Alternate arrangements shall be done.

6. Air Travel:

- 6.1 Any Air Travels for International/National Seminars, Work shops & Conferences shall have the prior approval of the President/Secretary.

7. Specific Service Conditions:

- 7.1 Those who attended International Level Conference held in Foreign Countries, will serve with SDME Institutions, a minimum of 3 years, after attending the conference, with an execution of bond.
- 7.2 All participants, who attend International Conference in India, National Conferences, State, Zonal & Regional level conferences will serve for SDME institution for at least till completion of that academic year or otherwise, the total expenditure towards this cause, shall be recovered from the respective faculty.

IMPLEMENTATION DATE : 01-07-2007

APPLICABILITY:

- 1) SDM College, Ujire.
- 2) SDM College of Naturopathy & Yogic Sciences, Ujire.
- 3) SDM Institute of Technology, Ujire
- 4) SDM College of Business Management, Mangalore.
- 5) SDM MBA, Mangalore
- 6) SDM Law College, Mangalore.
- 7) SDM College of Ayurveda, Udupi.
- 8) SDM College of Ayurveda, Hassan.
- 9) MMK & SDM Mahila Maha Vidyalaya, Mysore.
- 10) SDM Institute of Ayurveda, Bangalore.
- 11) Dharwad Institutions (through SDME Society, Dharwad)

sdh
SECRETARY

Page 5 of 5



True Copy
K. SHASHIDHARA SHETTY
Executive Officer
SDM Educational Society (R.)
UJIRE - 574 240

NAME OF THE INSTITUTION:		
PROPOSAL FOR ATTENDING STATE/ZONAL/NATIONAL/INTERNATIONAL SEMINARS/PRESENTATIONS/WORKSHOPS		
Name of the staff & designation		
Department		
Name of the Organizer, Venue, Topic & No. of days of Seminar/Workshops		
Titles of the Papers to be presented		
Required No. of days special casual leave (including traveling days)		
Approximate total expenses to be incurred for the proposed Seminar		
No. of Seminars attended National/State Level (This Year)		
International Seminar last attended		
		Signature of the applicant
Recommended /Not recommended		Head of the Dept.
OFFICE USE:		
Special leave status	Leave availed	Leave Balance
Budget allocation and availability of funds	Budget Utilized	Budget Balance
No. SDMESU/	Applicant meets all the requirements/criteria laid in the note Date:	
		Head of the Institution Date
		Secretary, SDME Society/Trust Ujire/Dharwad Date
(For International Conferences only)		
		President, SDME Society/Trust Ujire Date

Enclosures:

- Copy of the Paper to be presented
- Brochures
- Other Communications/Correspondences pertaining to the above



SDM EDUCATIONAL SOCIETY®, UJIRE

SCHEME FOR T.A. & D.A (For travel and other expenses)

PREAMBLE:

In view of the general increase in price and tariff, Management has revised the rate of Daily Allowance (D.A.) and accommodation for staff attending outstation official works.

SCHEME:

Grade		Institutions		
		Category 1	Category 2	Category 3
		H.O. Ujire Degree College, Ujire Engg. College, Ujire Ayurveda College, Udupi Ayurveda Hospital, Udupi Ayurveda College, Hassan Ayurveda Hospital, Hassan MMK Degree College, Mysore Management College, Mangalore Law College, Mangalore Naturopathy College, Ujire Ayurveda Pharmacy, Udupi	All PU Colleges All Diploma Colleges All Technical Institutes B.Ed and D.Ed Physiotherapy College Nursing Institute Printing Press	All Schools Misc
Teaching Cadre				
A		Heads of Institution		
B		Deans, Registrars, HODs, Professors	Heads of Institution	
C		Asst. Professors, Lecturers	HODs, Professors	Heads of Institutions
D				Senior Teachers
E				Junior Teachers



Grade		Institutions		
		Category 1	Category 2	Category 3
		H.O. Ujire Degree College, Ujire Engg. College, Ujire Ayurveda College, Udupi Ayurveda Hospital, Udupi Ayurveda College, Hassan Ayurveda Hospital, Hassan MMK Degree College, Mysore Management College, Mangalore Law College, Mangalore Naturopathy College, Ujire Ayurveda Pharmacy, Udupi	All PU Colleges All Diploma Colleges All Technical Institutes B.Ed and D.Ed Physiotherapy College Nursing Institute Printing Press	All Schools Misc
Non- Teaching Cadre				
A		Functional Heads, Directors		
B		Dy/Asst Directors, GMs		
C		Managers, Dy/Asst Managers	Managers, Dy/Asst Managers	
D		Superintendents, Officers	Superintendents, Officers	Superintendents, Officers
E		Supervisory, Clerical, Technical staff	Supervisory, Clerical, Technical staff	Supervisory, Clerical, Technical staff
F		Attenders, Peons, Drivers, Watchman, Cleaners etc.	Attenders, Peons, Drivers, Watchman, Cleaners etc.	Attenders, Peons, Drivers, Watchman, Cleaners etc.

Revised T.A./D.A.

Grade	D.A. Per Day		Accommodation Tariff Per Day	
	Metro/ Cosmo-Cities	Other Places	Metro/ Cosmo-Cities	Other Places
A	500	400	2000	1500
B	400	320	1600	1200
C	300	240	1200	900
D	250	200	1000	750
E	200	160	800	600
F	150	120	600	450

OTHER CONDITIONS:

- 1) The advance if requested and granted to meet the expenses should be in proportion to the number of days on outstation duty. Realistic estimate shall be obtained while granting advance.
- 2) The advance for booking travel ticket can be granted 15 to 30 days before the commencement of the journey. But a copy of the ticket must be submitted within 2 days of granting the advance.
- 3) Advance against D.A. and accommodation shall not be given more than 2 days before commencement of journey.
- 4) The advance should be settled within 3 days from reporting to duty with supporting bills.
- 5) Please note to charge interest @ 1% per month for any delay in settlement of the advance beyond 3 days.
- 6) Proper tour report/outcome of the visit to be submitted to the Principal along with the statement of settlement.
- 7) The approval from the Secretary with a proper checklist to be obtained before proceeding to the outstation work.
- 8) 24 hrs. block shall be considered as one full day. Less than 5 hours of outstation duty at a stretch will not entail for claiming D.A. 5 hours or more, but less than 12 hours of outstation official duty entails half D.A. Outstation work of 12 hours and more only is eligible for full D.A.

DATE OF IMPLEMENTATION: 01-10-2013


SECRETARY




SHASHIDHARA SHETTY
Executive Officer
SDM Educational Society (R.)
UJIRE - 574 240

