

# **RNS Institute of Technology**

**(AICTE Approved, VTU Affiliated and NAAC 'A' Accredited)**

**(UG programs – CSE, ECE, ISE, EIE and EEE have been Accredited by NBA up to 30/6/25)**

**Channasandra, Dr. Vishnuvardhan Road, Bengaluru – 560 098**

**6.3.2 Percentage of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the last five years**

**6.3.2.1. Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies year wise during the last five years**

**Clarification: 3.** Please provide the Policy document on providing financial support to teachers.

**Answer:** Policy Document attached herewith.

RNS INSTITUTE OF TECHNOLOGY,  
CHANNASANDRA, BANGALORE-98

RNSIT: : 2012-13

DATE: 17/01/2012

Note before Chairman / Director /Principal

Sub: ATTENDING CONFERENCES / WORKSHOPS/ SEMINARS -  
REIMBURSEMENT OF FEES / EXPENSES.

Time and again, we come across situations where permission is being sought for considering the absence on account of attending some academic duties / programs as 'OOD'.

Applications are often received for reimbursement of expenses incurred for attending the conferences / programs / workshops.

The need is felt to clearly incorporate guidelines with regard to reimbursement of registration fee and other expense to those who attend Seminars / Workshops/ conference under clear instruction from Institution.

**II. Claim for Reimbursement of Expenses**

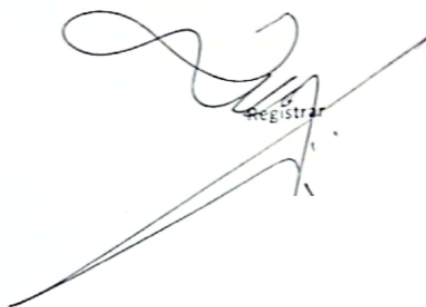
| No | Category   | Guidelines   |
|----|--|--|
| 1  | Under sanctioned 'OOD' for presenting papers in NATIONAL conference / seminars / workshops which has been accepted under category:-<br>a)              | If prior permission is accorded under 'OOD' for presenting papers by the competent authority, the institution shall reimburse <u>50% of registration fee or Rs.1000/- whichever is less and also 50% of TA/DA or Rs.3000/- whichever is less.</u> T.A/DA is payable for visit/s outside Bangalore only, provided these fees are not claimed elsewhere. (Maximum ceiling Rs.4000/-)   |
| 2  | Attending International seminars conference / workshop either in India or abroad.  | If prior permission is accorded under 'OOD' for presenting papers by the competent authority, the institution shall reimburse <u>50% of registration fee or Rs.2000/- whichever is less and also 50% of TA/DA or Rs.5000/- whichever is less.</u> T.A/DA is payable for visit/s outside Bangalore only, provided the same is not reimbursed by any other source. (Maximum CEILING for reimbursement is Rs.7000/-)  |
| 3  | Attending National Seminars/ conference/ workshop representing college under nomination from college authority against invitation received by college. | When competent authority of the college deposes any faculty to represent college against invitation received by college, institution shall reimburse the registration fee and / or TA/DA to the full extent <u>subject to maximum ceiling (inclusive of all charges) of Rs.5000/-.</u> T.A/DA is payable only for visit/s outside Bangalore provided no other claim is preferred with either host institution or any other Agency / Government Department /source. |

**Other conditions:**

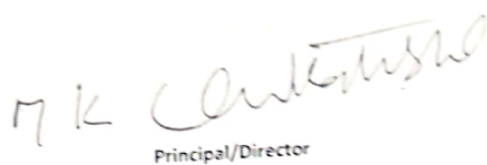
1. For claiming reimbursement of registration fee/ TA & DA, prior permission / sanction of the competent authority is necessary.
2. Recommendation of the HoD is necessary for according approval
3. Sanction / permission for attending conference will be accorded for presenting papers.
4. In all other cases the preference will be based on the decision of the competent authority about the 'importance and utility' of the conference to the faculty concerned in particular and the institution in general.
5. The benefit under the above scheme is available as follows:
  - a) Once in a year for National conference.
  - b) Once in three years for International conference.
6. In exceptional cases the Competent authority may permit any faculty to any specific conference as a special case considering institutional / professional obligations.
7. A maximum of two faculty can be nominated by the college for any workshop/ conference/seminars.

In case of ambiguities in interpretation and situations not covered here above, the decision of the committee consisting of Director, Principal and Financial Head of the institute is final .

The Management reserves the right to amend, add, delete, alter any or all of the conditions or bring in new set of guidelines at its absolute discretion to meet future demand / requirements.



Registrar



Principal/Director