



GUJARAT TECHNOLOGICAL UNIVERSITY



**FINANCIAL ASSISTANCE
SCHEME
FOR TEACHERS (FAST)**



Gujarat Technological University

(Accredited with A+ Grade by NAAC)

Policy Document

On

Financial Assistance Scheme for Teachers (FAST)

(Effective from Financial Year 2023-24)



Background

Gujarat Technological University (GTU) is established in 2007 as a technological university with the objectives of developing knowledge of science, engineering, technology, management and environment for the advancement of the quality of life of the mankind by creating centres and institutions of excellence in the above mentioned academic domains. Recently GTU has received A+ Grade in the NAAC first cycle.

GTU is a State University with More than 420 affiliated colleges in its fold operating across the state of Gujarat through its FIVE zones at Ahmedabad, Gandhinagar, Vallabh Vidyanagar, Rajkot and Surat. The University caters to the fields of Engineering, Architecture, Management, Pharmacy and Computer Science. The University has about 4,00,000 students enrolled in a large number of Diploma, Under Graduate, Post Graduate programs along with the robust Doctoral program. GTU has successfully started its post Graduate Schools in the area of Engineering, Management, Pharmacy and Biotechnology and offering very unique AICTE/PCI approved programs. GTU believes that...

“Literature offers the thrill of minds of great clarity wrestling with the endless problems and delights of being human. To engage with them is to engage with oneself, and the last in rewards are not confined to specific career paths.”

FAST Implementation at University:

FAST Implementation: Academic Year 2021-22

1st Revision in FAST Policy: Academic Year 2023-24



Vision

To be a global university for the creation and dissemination of knowledge and Innovation in Science & Technology, Humanities and Multidisciplinary domains for sustainable development and enrichment of human life.

Mission

1. To develop centres of academic excellence at university premises and at affiliated colleges in domains of science, engineering, technology, management, and environment for imparting comprehensive education, training, and research infrastructure as per the nation's requirements.
2. To build resources, facilities, proficiencies and other related infrastructure of global standard for the development of knowledge, skills, and competencies in the various educational domains.
3. To develop research-oriented pedagogy for flourishing ideas and to nurture innovators, entrepreneurs and professionals of tomorrow.
4. To build and enhance collaborations with other academic, research, industry, and government organizations as well as NGOs across the globe so that education, training and research at university and its affiliated colleges become aligned with national and global level requirements.
5. To encourage multidisciplinary research and develop flexible learning ecosystem.

CORE VALUES

1. Excellence with value-based education.
2. Responsiveness to society.
3. Integrity and transparency.
4. Mutual Respect.
5. Sustainable development.



1. Financial Assistance in the form of Award for the publication of Research Papers in nationally/internationally reputed journals

1.1 INTRODUCTION:

Gujarat Technological University is introducing policy to encourage research culture in the university by introducing Financial Assistance Scheme for Teachers (FAST), to recognize the efforts of faculty members to publish research papers in reputed journal of Globe, participate in the National/International Conferences, Workshops, Seminars, FDPs, etc.

1.2 OBJECTIVE OF THE POLICY:

- 1.2.1 To stimulate the faculty members for publication of quality research work.
- 1.2.2 To provide financial support in the form of Award for publishing the research papers in nationally/ internationally reputed Journals
- 1.2.3 To provide financial assistance to participate in National/International Conferences, Workshops, Seminars, FDPs, Orientation & Refresher Programs, etc.
- 1.2.4 To provide the support for the Patent filing to faculty members and students under GTU IPR cell.

1.3 GUIDELINES FOR FINANCIAL ASSISTANCE FOR RESEARCH PAPER PUBLICATION:

- 1.3.1 The faculty member (Assistant Professor, Associate Professor, Professor and Director/Principal) must be serving at any departments of Schools or PG Research Centres or Innovation Council or at constituent college of University.
- 1.3.2 The scheme is applicable to all regular or contractual faculty members serving on full time basis.
- 1.3.3 The research papers published in **Scopus/Web of Science/Web of Knowledge** Indexed Journals which are eligible to consider for research score as per UGC document only eligible to get the award in terms of certificate and money.
- 1.3.4 The encouragement, which comprise of certificate of appreciation and award money will be provided for the research papers which got published during the Academic Year i.e. 1st July to 30th June of every academic year.
- 1.3.5 The faculty members has to apply to receive an award under this scheme as per **Annexure-1** during 1st July to 31st July of every academic year for the papers published in the previous Academic Year. The application will be invited once during the academic year.
- 1.3.6 The application will be scrutinized by the expert committee appointed and headed by Chairperson IQAC i.e. Hon'ble Vice Chancellor. The decision of Hon'ble Vice Chancellor will be final and no further communication will be accepted from applicants.
- 1.3.7 The committee will check the quality of research papers and authenticity of the

- journal in which the research paper is published.
- 1.3.8 The faculty member will receive Rs. 10,000 for the first paper published in the year and for every subsequent paper he/she will receive additional Rs. 5,000. However, for one faculty member, maximum ceiling of financial assistance in the form of awards is of Rs. 25,000 during one academic year.
- 1.3.9 Joint authors (within GTU or outside GTU) are allowed in the research paper but only GTU faculty will be eligible to apply for the award under this scheme.
- 1.3.10 In case of joint authors within GTU, Only anyone author is required to apply for the financial assistance under this scheme. In case of joint authors from outside of GTU, the GTU faculty member has to submit the undertaking from other authors.
- 1.3.11 The Author who is eligible to apply for the financial assistance under this policy must ensure that he/she has not availed benefit from any other scheme of University/ any other funding agency.
- 1.3.12 Each faculty member involved in research is expected to adhere to highest ethical standards of conducts for research work.
- 1.3.13 All faculty members have to submit the hard copy of the research papers along with the proof of **Scopus/Web of Science/Web of Knowledge** Indexed journal at the time of application during the stipulated time at IQAC office of University.

2. Financial Assistance to faculty members to participate in the National/ International Conference/ Seminar/ FDP/ Workshop/ Orientation Program/ Refresher Course

2.1 GENERAL GUIDELINES FOR FINANCIAL ASSISTANCE:

- 2.1.1 The faculty member (Assistant Professor, Associate Professor, Professor and Director/Principal) must be serving at any departments of Schools or PG Research Centres or Innovation Council or at constituent college of University are eligible. The administrative staff of the university can also get the benefit of the scheme, in case he/she participating in the event as an expert/author.
- 2.1.2 All faculty members are suggested to participate in the conferences which have support to publish paper in Scopus/Web of Science/Web of Knowledge/ Springer/IEEE/Taylor and Frances/Elsevier indexed journals/proceeding.
- 2.1.3 The scheme applies to all regular or contractual faculty members /administrative staff members.
- 2.1.4 The financial assistance under this scheme will cover Registration fees, Visa Charges (if any), Travelling Allowance (local & Out Station), Dearness Allowance, Accommodation expenses and any other miscellaneous expenses.
- 2.1.5 The financial assistance will be provided in the form of Reimbursement with prior approval of the competent authorities of university after successful participation and submission of the required documents along with original bills at IQAC with due approval.

2.1.6 The maximum financial support under this scheme will be as under for once in two financial years (for anyone event).

Table 2.1

Sr. No.	Type of Event	Maximum Financial Assistance in INR
1	Participating in National/International/Conference/Seminar/Workshop/ Faculty Development Program/ OrientationProgram/ Refresher Course with in India	25,000
2	Participating in International Conference/Seminar/Workshop/ Faculty Development Program/ Orientation Program/ Refresher Course outside India	1,00,000
3	Participating in Conference/Seminar/workshop organized through online mode(Organized by or supported by a reputed society/organization, and the proceeding must be available with Digital Identification Number)	25,000

2.1.7 The financial assistance will be provided to faculty members for the total actual expenses incurred or up to the maximum limit of assistance mentioned in the point no. 2.1.5, whichever is lower during any Financial Year.

2.1.8 The faculty member may avail the financial assistance for only one event in two financial years. However, for participation in International event outside of India, the faculty member can get the financial assistance once in three years only.

2.1.9 In cases where no applications are received for assistance to participate in an international conference outside India, faculty members may be considered for financial assistance to attend the same international conference for a second consecutive year.

2.1.10 The faculty member will get duty leave for the participation in the event as under. Forthe addition leaves, CL/other leaves will be marked.

Table 2.2

Sr. No.	Type of Event	Maximum Duty Leave (in days)
1	If the event is organized within the state of Gujarat	Actual Days of Event
2	If the event is organized outside the state of Gujarat	Actual Days of Event + Actual days for To & Fro Travelling
3	If the event is organized outside of India	Actual Days of Event + 4 days for To & Fro Travelling + 4 days for excursion visits



- 2.1.11 The faculty member has to submit the application/proposal at IQAC at least 30 working days prior to the event for the approval to avail the reimbursement of financial assistance as per **Annexure-3**.
- 2.1.12 After successful approval from the higher authorities of university, IQAC will inform to concerned faculty member about the status of the application
- 2.1.13 After successful participation of the event, to avail reimbursement in the form of financial assistance, the faculty member has to submit list of documents as per **Annexure-4** with original bills of expenses within 15 working days after the event is over.
- 2.1.14 The approved amount of financial assistance will be directly credited in to the bank account of the faculty members after the approval of competent authorities of the university
- 2.1.15 This is to note that the faculty member may avail the financial assistance for the same research paper either in the form of award for publication or in the form of participation in the events. The same paper will not be allowed in the both the category of financial assistance under this scheme.
- 2.1.16 If faculty member has made the payment in any currency other than INR, the exchange rate of INR to foreign currency will be considered as per RBI rates prevailing on the day of payment. The conversion of foreign currency to INR will be done by faculty member only and has to provide the proof of the same at the time of submission of bills. The university will make all the payment in INR only after the approval of competent authorities
- 2.1.17 All applications/proposals of the faculty members must come through the respective Director/ Principal of Constituent College/Schools/CEO/Section Heads, etc.
- 2.1.18 The faculty member has to provide all the documents over and above mentioned here as per requirements of IQAC/Account/Audit section of University.

Note: All TA/DA/Accommodation norms will be as per GTU norms publishes and update at the time of application.



ANNEXURE-1

APPLICATION FORM TO AVAIL FINANCIAL ASSISTANCE IN THE FORM OF AWARD FOR THE PUBLICATION OF RESEARCH PAPER

Faculty Details:	
Name:	
Designation:	
Department:	
GTU PG School / Constituent College:	
Mobile No.:	
E-mail ID:	

Details of Research Paper published in Scopus/Web of Science/Web of Knowledge Indexed Journal: (Provide the details for all the papers separately)	
Title of Research Paper:	
Name of Co-author(s) with Designation & Organization:	
Name of Journal:	
Name Journal Publication house/University/Institute:	
ISSN No.:	
Impact Factor:	
Volume and Page No.:	
Month & Year of Publication:	



Bank Details of Applicant:	
Name as per Bank Records:	
Name of Bank:	
Branch Code:	
Account No:	
IFSC No.:	

<Name & Signature of Applicant>

<Recommendation of Director/Principal>

Encl.:

1. Full Research Paper
2. Proof of Journal for listed in Scopus/Web of Science/Web of Knowledge
3. Required Annexures



ANNEXURE-2

UNDERTAKING FROM CO-AUTHORS

We hereby declare that the research paper entitled

“ _____ ”

is a result of our combined efforts and our indebtedness to other work publications, references, if any, have been duly acknowledged. If we found guilty of copying from any other report or published information and showing as our original work, or extending plagiarism limit, we understand that we shall be liable and punishable by the university.

Name of Co-Author(s)	Signature

<Name & Signature of Applicant>



ANNEXURE-3

THE APPLICATION/PROPOSAL FOR THE APPROVAL TO AVAIL THE REIMBURSEMENT OF FINANCIAL ASSISTANCE FOR PARTICIPATION IN CONFERENCE/ SEMINAR/ FDP/ WORKSHOP/ REFRESHER COURSE/ ORIENTATION PROGRAM/ etc

Faculty Details:	
Name:	
Designation:	
Department:	
GTU School / Constituent College/ Section:	
Mobile No.:	
E-mail ID:	

Event Category:

- Conference Seminar Faculty Development Program
Workshop Refresher Course Orientation Program
Any Other:

Type of Event:

- National International (with-in India) International (Out of India)

Total No. of Days of Event: _____

Title of Event:	
Name of Co-author(s) with Designation & Organization: (In case of Conference)	
Date(s) of Event	



Details of Event	
Details of Host Institutes	
Approximate Total Expenses of Participation (in INR):	
Registration fees:	
Travelling Allowance: (local & Out Station)	
Dearness Allowance:	
Accommodation expenses:	
Visa Charges (if applicable):	
Miscellaneous expenses:	
Total Approximate Expenses	

Bank Details of Applicant:	
Name as per Bank Records:	
Name of Bank:	
Branch Code:	
Account No:	
IFSC No.:	

<Name & Signature of Applicant>

<Recommendation of Director/Principal/Head>

Encl:

1. Brochure of Event
2. Paper Acceptance Letter/email (if participating in Conference/Seminar) (if available)
3. Copy of Research Paper (if participating in Conference/Seminar)
4. Any other supporting documents



ANNEXURE-4

List of documents is required to attach to avail reimbursement in the form of financial assistance for participation in Conference/ Seminar/ Workshop/ FDP/ Orientation Program/ Refresher Course, etc.

1. A copy of Email confirmation from IQAC regarding approval of application/proposal regarding reimbursement.
2. All original bills of travelling expenses, accommodation expenses, etc.
3. Filled & signed Honorarium form for DA reimbursement
4. Payment receipt of Registration Fees of event
5. A report of 2-3 pages on the participation in the event with photographs
6. A copy of the certificate of participation.
7. A copy of research paper presented during the conference/ seminar
(It is mandatory to submit if participated in conference/ seminar).
8. Any other relevant documents.
9. Demonstration of learning outcomes in the form of pedagogy will be done at respective Department/IQAC.



GUJARAT TECHNOLOGICAL UNIVERSITY

Internal Quality Assurance Cell

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