



Gujarat Technological University

(Accredited with A+ grade by NAAC)

Policy Document

On

**Financial Assistance Scheme
for Teachers (FAST)**

(Version 3, effective from Financial Year 2024-25)



Background

Gujarat Technological University (GTU) was established in 2007 as a technological university with the objectives of developing knowledge of science, engineering, technology, management for the advancement of the quality of life of mankind by creating centers 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 400 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, Computer Science and Applied Science. The University has about 4, 00,000 students enrolled in a large number of Diploma, Undergraduate, 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 Applied Science and offering very unique UG/PG programs approved by respective regulatory bodies i.e. AICTE/PCI/COA.

FAST Implementation at University:

FAST Implementation: Academic Year 2021-22

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

2nd Revision in FAST Policy: Academic Year 2024-25



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 nationally/ internationally reputed journals

1.1 INTRODUCTION:

Gujarat Technological University has introduced the policy named Financial Assistance Scheme for Teachers (FAST), to encourage research culture in the university. This policy recognizes the efforts of faculty members to publish research papers in reputed journals (Scopus, Web of Science, IEEE indexed journals, ABDC journals) and 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.

1.3 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 section/department of university or GTU 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/ ABDC Journals will be considered.
- 1.3.4 The encouragement, which comprise of appreciation letter and award money.
- 1.3.5 The research papers which were published during previous Academic Year will be considered.
- 1.3.6 The faculty members have 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 only once during the academic year.
- 1.3.7 The application will be scrutinized by the expert committee constituted by Chairperson IQAC i.e. Hon'ble Vice Chancellor.
- 1.3.8 The committee will check the quality of research papers and authenticity of the journal in which the research paper is published.
- 1.3.9 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 award is fixed to Rs. 25,000 during one academic year.



- 1.3.10 Joint authors (within GTU or outside GTU) are allowed in the research paper but only GTU faculty member will be eligible to apply for the award under this scheme.
- 1.3.11 In case of joint authors with in 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 as per Annexure- II.
- 1.3.12 The author who is eligible to apply for the financial assistance under this policy must ensure that he/she has not availed similar benefit from any other scheme of University/ any other funding agency.
- 1.3.13 Each faculty member involved in research is expected to adhere to highest ethical standards of conducts for research work.
- 1.3.14 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/ABDC journals at the time of application during the stipulated time at IQAC office of University.
- 1.3.15 In case of discrepancy the decision of Hon'ble Vice Chancellor will be final and no further communication will be accepted from applicants.

2. Financial Assistance to faculty member 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 section/department of university or GTU schools or PG Research Centres or Innovation Council or at constituent college of University.
- 2.1.2 All faculty members are suggested to present paper(s) in the conferences which have support to publish paper in journals and proceedings of Scopus/Web of Science/Web of Knowledge/ Springer/IEEE/Taylor and Frances/Elsevier indexed journals/ABDC journals.
- 2.1.3 The financial assistance under this scheme will cover Registration fees, Visa Charges (if any), Travelling Allowance (local & Out Station), Accommodation expenses and any other miscellaneous expenses.
- 2.1.4 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	Research Presentation in National/ International/ Conference/ Seminar/ Workshop with in India. Participation in Faculty Development Program in India.	25,000
2	Research Presentation in International Conference/Seminar outside India. Participation in Faculty Development Program/International Collaboration outside India.	1,50,000
3	Research Presentation 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

- 2.1.5 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. 2.1.4, whichever is lower during any financial year.
- 2.1.6 The faculty member may avail the financial assistance for only one event in two financial years. However, for participation in International event outside India, the faculty member will get the financial assistance only once in three years only.
- 2.1.7 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.
- 2.1.8 The faculty member will get duty leave for the participation in the event as under. In case the faculty member opts for more leaves then mentioned in table 2.2 he/she will have to apply for CL/other leaves for the additional days of leave.

Table 2.2

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

- 2.1.9 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**.



- 2.1.10 After successful approval from the higher authorities of university, IQAC will inform to concerned faculty member about the status of the application.
- 2.1.11 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.
- 2.1.12 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.
- 2.1.13 The faculty member needs to be aware that he/ she 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 both the category of financial assistance under this scheme.
- 2.1.14 If faculty member has made the payment in any currency other than Indian National Rupee (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.
- 2.1.15 All applications/proposals of the faculty members must come through the respective Director/ Principal of Constituent College/Schools/CEO/Section Heads, etc.
- 2.1.16 The faculty member has to provide required documents as suggested by IQAC/Account/Audit section of University.

Note: All TA/DA/Accommodation norms will be as per prevailing GTU norms on the day 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/ Springer/ IEEE/ Taylor and Frances/ Elsevier indexed journals/ ABDC journals: (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:	
Name of branch	
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/ Springer/IEEE/Taylor and Frances/Elsevier indexed journals/ABDC journals.
3. Any other supporting document(s)



ANNEXURE-2

UNDERTAKING FROM AUTHOR(S)

I/ We hereby declare that the research paper entitled “_____”
_____” is a result of my/ our combined efforts and my/ our indebtedness to other work publications, references, if any, have been duly acknowledged. If I am/ we are found guilty of copying from any other report or published information and the same has been shown as my/ our original work, or the paper extends plagiarism limit, I/we understand that I/we shall be liable for the same and a penalty will be imposed on me/ us by the university. Further _____ <Name of Applicant as a First/Principal Author> _____ is performed as Sole/ First/Principal Author on behalf of all the co-authors and I/we acknowledge the same.

Name of Author(s)	Signature

<Name & Signature of Applicant>

<Recommendation of Director/Principal/Head>



ANNEXURE-3

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 event: ☐ (Please specify: _____)

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)	
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 which are required 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 E-mail 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 (if required)

