VIGNAN'S
Foundation for Science, Technology & Research
(Deemed to be University)
-Estd. u/s 3 of UGC Act 1956

F.No. VFSTR/Reg/A4/42 /2024 **Dated: 19.06.2024**

Sub: VFSTR (Deemed to be University) – Rules & Regulations for utilization of Career Development Fund (CDF) – Regarding

Ref: 1. TA & DA rules - F.No.: VFSTR/Reg/A4/30/2024-25/01 dated 13.04.2024.
2. Letter dated 12.06.2024 of Incharge Dean R&D alongwith Norms/ Guidelines for utilization of Career Development Fund (CDF)
3. Approval note orders of the Vice-Chancellor dated 15.06.2024

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Rules & Regulations for utilization of Career Development Fund (CDF)

These Rules & Regulations govern the use of Career Development Fund (CDF) to support faculty for attending conferences, workshops, and other academic events relevant to their research and teaching activities.

Eligibility & Minimum Service Requirement:

- Every Regular full-time faculty member of VFSTR who have cleared their probation will be entitled for CDF.
- The Vice Chancellor may, at his discretion, extend the eligibility for CDF support to other categories of faculty members at VFSTR based on the merits of each individual case.
- Faculty members **must commit to serving the university for a minimum of six months** following the utilization of the CDF grant.

Block Period:

(a) Duration of Block Period is Three Years.
(b) One financial year shall be considered one year.

Grant Allocation:

(a) Rs.3,00,000/- for a block period of three years.
(b) If a regular faculty member retires from the Institute service in between a block period, he/she shall be entitled to this allowance on pro-rata basis.
(c) Date of commencement of the scheme: 01-04-2024
(d) First Block Period: 01-04-2024 to 31-03-2025 and thereafter followed in similar blocks of 3 years.

(e) Year wise admissibility in a block period of 3 years will be as per the following illustration: -

S. No	Financial year	Admissibility
1	2024-2025	Up to Rs. 1,00,000/- lakh only
2	2025-2026	Cumulatively Rs. 2,00,000/- less expenditure incurred during financial year 2024-25
3	2026-2027	Cumulatively Rs. 3,00,000/- less expenditure incurred during financial years 2024-2025 and 2025-26

(f) Unutilized amount from Rs.3,00,000 lakhs in the Block Period shall be annulled at the end of the three years block period and not carried any further.

(g) The above illustration applies to faculty members who are in regular service as on 01-04-2024. For those faculty members joining later, CDA limit shall be applicable on pro-rata basis, with three-year block period remaining uniform for all.

(h) The Vice Chancellor may, at his discretion, extend the limit of year wise admissibility in a block period of 3 years based on the merits of each individual case. However, in such a case, the candidate must not only fulfil the requirement of a minimum six-month extended stay, but also complete the block period of three years.

List of activities and the norms for incurring expenditure under Career Development Fund (CDF)

A. **Presenting of Papers and attending National & International Conferences / workshops/Symposia/Seminars/School/Special training programs:**

CDF will be admissible as per the details given below: -

A1. Conferences hosted by IISc/IITs/NITs/IIITs/NITTRs/IISERs/IIMs/ other Centrally Funded Technical Institutions / Centrally Funded Research Institutions/ Top Notch conferences (Tier-I and Tier-II) approved by School Research Board (SRB)/other prestigious and reputed institutions. Conference proceedings should be indexed in Scopus / Web of Science or published in Scopus / Web of Science (SCI/SCIE/ESCI) / ABDC / NAAS (Score > 5)/ Department Approved Journals list (for Department of English and other Foreign Languages).

Note: In case of multiple authors from the university, only the first author/corresponding author can avail this facility.

A2. Workshops / Symposia / Seminars / School / Special training program / Faculty Development Programmes / Online Courses (SWAYAM/NPTEL) which has affiliation to the entities described in A1.

A3. Research interaction visits for initiating collaborative research activity with top 200 universities listed in QS or Times Ranking and for National Institutes: such as IISc/IITs/NITs/IIITs/NITTRs/IISERs/IIMs/ other Centrally Funded Technical Institutions/ Centrally Funded Research Institutions/ Industries/ other prestigious and reputed institutions.

(i) Duration of Participation:

The support from the CDA grant for the above mentioned purposes shall normally be limited to a maximum period of 15 days inclusive of journey time in a year. This will include the period of conference/workshop/Symposia/Seminars/School/Special training program plus two days i.e. one day prior to the event and one day after the event based on the distance between VFSTR and host institution as per the existing norms in place at VFSTR. Participation in one workshop or tutorial up to two days associated with the conference will be admissible. Similarly, professional visits to other academic institutions/research institutions/industry etc., for two days before/after the conference will be admissible. In all such cases, the stipulation of maximum period will remain as 15 days inclusive of journey time in a year.

(ii) Nature of Leave:

For the activities A1 and A2, a faculty member will be entitled to Academic Leave for the total duration as indicated above. For activity A3, the nature of the leave will be determined on a case to case basis.

(iii) Financial Components:

Faculty members are encouraged to **proactively explore the funding opportunities** and consider applying for travel grants to cover a portion of their conference expenses.

VFSTR acknowledges the existence of various funding agencies that offer travel grants for attending international conferences, workshops, and seminars. These can be valuable resources for faculty members to supplement their travel expenses.

Some examples of such funding agencies include:

- Department of Science and Technology (DST) - https://dst.gov.in
- University Grants Commission (UGC) - https://www.ugc.gov.in
- Council of Scientific and Industrial Research (CSIR) - https://www.csir.res.in
- Indian Council of Medical Research (ICMR) - https://www.icmr.nic.in
- All India Council for Technical Education (AICTE) - https://www.aicte-india.org
- Indian Council of Social Science Research (ICSSR) - https://www.icssr.org
- Science and Engineering Research Board (SERB) - https://serbonline.in
- Lions Club - https://www.lionsclubs.org/en/start-our-approach/grant-types
- Rotary Club - https://my.rotary.org/en/take-action/apply-grants/grant-travel

For activities A1 and A2, the support will be provided towards:

a) Registration Fee.

b) Admissible TA/DA/Local Conveyance per diem.

c) VISA fees and charges (if any)

d) TA/DA for attending VISA interview (if required)

e) Medical Insurance connected with International travel and visits abroad.

For activity A3, the support will be provided towards:

a) Admissible TA/DA/Local Conveyance per diem.

b) VISA fees and charges (if any)

c) TA/DA for attending VISA interview (if required)

d) Medical Insurance connected with International travel and visits abroad.

B. Membership Fee for acquiring Membership of Professional Bodies/ Societies, both National and International. Maximum memberships of **TWO** professional bodies/ societies from CDF grant in one block period is permitted. The amount under this includes reimbursement/direct bank transfer of full membership fee to the concerned professional bodies/ societies.

C. Open Access Publication Fee:

- The University will reimburse the publication fees associated with publishing research articles in high quality, prestigious, peer-reviewed and Open Access Journals if the article is officially accepted for publication.
- The journal must be indexed in the Science Citation Index (SCI) or Science Citation Index Expanded (SCIE) with a **Q1/Q2 ranking** in the relevant subject category.
- Reimbursement will be limited to the publication of original research articles/ reviews. Articles like case studies or editorials would not be eligible.
- Journals offering a "hybrid" model with both open access and subscription options would not be eligible.
- Conference proceedings and books are not eligible for reimbursement under these norms.
- Reimbursement/direct bank transfer will be limited to the actual publication fee charged by the Journal.
- Faculty members are encouraged to explore alternative funding opportunities, such as research grants or author discounts offered by Journals.
- Reimbursement will be considered for faculty members for page limit charges incurred when publishing research article (e.g., regular paper, survey paper) in IEEE Transactions or equivalent prestigious journals, if the article is officially accepted for publication in the chosen IEEE Transaction.
- Faculty members must submit a brief justification explaining why exceeding the page limit was necessary to adequately present the research findings. This could include the complexity of the research topic, the need for comprehensive data presentation, or methodological details.

- A committee constituted under the chairmanship of Dean R&D with School Dean, HoD/Coordinator and an external member from School Research Board as members will submit the recommendations to the Vice Chancellor for approval.
- The Vice Chancellor may, at his discretion, approve the Open Access Fees based on the merits of each individual case.
- The committee may consider additional quality indicators, such as the journal's H-index or Impact Factor to supplement the SCI/SCIE Q1/Q2 ranking.

Note: In case of multiple authors from the university, only the first author/corresponding author can avail this facility.

D. Patent Charges:

- The University will reimburse patent charges (filing, processing includes drafting fee & examination fee and maintenance fees) associated with utility patents arising directly from research conducted at the University.
- A committee constituted under the chairmanship of Dean R&D with School Dean, HoD/Coordinator and an external member from School Research Board (SRB) as members will submit the recommendations to the Vice Chancellor for approval.
- The Vice Chancellor may, at his discretion, approve the Patent charges based on the merits of each individual case.

Note: In case, VFSTR reimburses patent charges, it signifies the financial investment in the invention. This investment often translates to ownership rights for the university, at least partially. VFSTR need to be listed as an applicant on the patent.

The above rules and regulations will come into force with immediate effect. These rules & regulations shall replace all the existing piece-meal proceedings on the subject. However, TA & DA rules will remain the same as the Registrar's Proceedings F.No.VFSTR/Reg/A4/30/2024-25/01 dated 13.04.2024.

REGISTRAR

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