

## **Rules and Regulations Governing Foreign Travel by WCE Faculty**

The following rules and regulations will govern the scheme facilitating overseas travel by faculty of Walchand College of Engineering in connection with officially approved activities and functions. These rules and regulations will come in force with the approval of the Administrative Council.

### **Objectives:**

1. To promote faculty development for contribution to excellence in the institute.
2. To provide full or partial funding or/and non-funding support to WCE faculty for travelling abroad for presenting research work, training, networking with other reputed institutes and development in objective and transparent manner.
3. To ensure that benefits of investing in faculty development accrue to the institute.
4. To promote Research and Development in Technical Education by providing an opportunity to interact with peers and experts at International level.
5. To promote the 'WCE' brand name at these international venue.

### **Guidelines:**

The following aspects will be taken into consideration, while deciding on a request from faculty for funding or non funding support under this scheme:

1. The scheme benefits are only for regular faculty of WCE and these cannot be claimed as a matter of right.
2. These guidelines will cover all overseas travel, including those under any scheme like TEQIP, etc. in the nature of faculty development. Additional terms of a specific scheme, if any, will also be applicable.
3. All faculties can apply for non-funding support under this scheme; however, only regular teaching faculty can apply for funding support under this scheme.
4. Faculty member with less than three years of continuous service in the institute or those with less than three years remaining before superannuation may not be permitted for funded support.
5. A beneficiary faculty under this scheme, who leaves services of the institute within the next three years, will be required to reimburse the total funding availed reduced by 1/3<sup>rd</sup> for each year completed. A year for this will be counted from the date of joining college duties upon return from overseas travel under the scheme.
6. Total budgetary provision for this activity will be included in the annual budget and approved by the Administrative Council. The Director will decide upon allocation in view of the need presented in each proposal.
7. Funding support under this scheme would cover, fully or partly, only the Registration Fee, visa fee, economy class air travel, cost towards lodging & boarding, fixed per day allowance to cover incidental costs. Standard government rules for such cases will apply.
8. The faculty members before applying for TEQIP funding (as per the NPIU guidelines) or Institutional funding should also apply for various State and Central Government Funding

schemes, such as DST, UGC, AICTE, University funding etc. If he/she gets any of these funding in the later stage, he/she will have to return TEQIP or Institute funding.

9. The institute will fund the proposal net of any funding support received from host or other agencies. This support can be full or partial as per the suggestions from a committee appointed by the College / the Administrative Council.
10. Once permitted if the VISA of the faculty is rejected, he/she will have to return the entire deposit amount he has taken from the Institute. Failing which the amount will be deducted from his salary. He/She will have to bear the air ticket cancellation charges and VISA charges.
11. Faculty members may be allowed to travel once through TEQIP funding or he/she will be considered once in three years for institutional funding. In exceptional cases this rule can be waived only after Administrative Council's permission.
12. For funding and non-funding support under this scheme:
  - a. The targeted conference must be of high standards, and
  - b. Research paper/s by the applicant faculty must be of good quality, and
  - c. The faculty submits official proof of acceptance of his/her paper in the conference.
  - d. The faculty undertakes to publish the research paper in a reputed journal within one year from the date of the conference. Failing to do so will affect his/her future chances to avail benefits of this scheme.
  - e. Standards of conference and paper/s will be evaluated by committee members by referring it to external experts and their decision will be final.
13. In case of multi-author papers,
  - a. Only one author can avail the benefits of this scheme
  - b. Preference will be given to the first author or the one who is actually working on the problem. The Committee's decision shall be final in this regard.
14. When visiting abroad for Conferences, a Faculty member is encouraged to visit one or two nearby Institutes of higher learning, subject to his/her:
  - a. Total stay not exceeding 10 days
  - b. Presenting to the Director or a Director nominated Committee, a detailed plan of efforts for possible collaboration of these Institutes with WCE
  - c. Obtaining invitation letter from each additional Institutes for the exploring collaboration opportunities.
15. Overseas travel for training programs will be permitted only for attending program conducted by reputed agencies.
16. Faculty members working in the relevant field or those whom the Management wants to get such training will only be considered. Total number of persons allowed to attend a training program will be limited depending on the budget.
17. To give opportunity to maximum employees, the benefits of the scheme can be availed by a faculty member normally once in three years. In exceptional case, this condition may be waived with the approval of the Administrative Council.

18. The Contribution of the faculty to WCE, Sangli will be considered while deciding the permission.
19. Any outstanding payment due from the faculty under this scheme will be recovered from salary of the concerned faculty.

**Procedure for Approval:**

1. A detailed proposal in prescribed format for overseas travel should be submitted to the Director at least two months in advance. The faculty should take care about the time required for VISA procedure.
2. A sub-committee appointed by the Administrative Council will review and decide on all proposal for overseas travel. Presently the sub-committee comprises:
  - a. Prof. U.N. Gaitonde
  - b. Shri. R. P. Purohit and
  - c. Prof. G.V. Parishwad.
3. The committee will give its recommendations to the Director and the Director will convey the final decision to the concerned faculty member/s in writing. No justification is required to be given in case a faculty proposal is rejected.
4. Before drawing funds from institute, the faculty member/s will have to sign an undertaking of acceptance of all terms and conditions specified under this scheme.
5. It will be the responsibility of the faculty member to submit all valid bills and vouchers to the Accounts section and ensure closure of the account within 15 days of his/her return. Any amount outstanding after 15 days from return will be immediately recovered from his/her salary.
6. After attending the event, the faculty should submit a detailed report. S/He should also give the presentation about her/his paper in the department within 15 days of return.
7. In case a faculty member decides not to attend the program due to any reason (or do not get VISA), advance drawn shall be returned immediately, failing which the amount shall be recovered from his salary.
8. In case of any dispute, the decision of the Administrative Council will be final and binding.

## **Rules and regulations for deputation for Post doctoral research work.**

### **Preamble:**

In order to promote research and development activities among faculty, interested doctorate faculty members will be considered for deputation at reputed research centers. The rules and regulations for the deputation of faculty for Post doctoral research work have been framed with reference to the UGC guidelines in this regard and the GR No. 2095/19557/[195/95]/TE-4 dated 20<sup>th</sup> Nov 1996 and GR No. 2095/19557/(195/95)/TE-4 dated 20<sup>th</sup> Oct 1998.

The rules, regulations and conditions for faculty availing the benefits under this scheme would be as under:

1. The scheme is aimed at faculty development for contribution to the excellence in the institute.
2. Its benefits are solely at the discretion of the institute and cannot be claimed as a matter of right.
3. On the day of application, the applicant must have completed five years service on regular basis in WCE and his / her age should not be more than 48 years.
4. Applicants must have received PhD degree and demonstrate a strong commitment to research and academic excellence for the institute.
5. He or she must have secured a written acceptance/offer to post-doctoral placement in an institute of repute abroad or in India.
6. The scheme benefits can be used for the entire duration of the research program. Completion in part is not allowed.
7. After completion of the post-doctoral period, the candidate will have to serve in WCE for a minimum period of three years for each year of benefit under this scheme.
8. An undertaking to accept these terms in general and a legal undertaking in a given format in terms of the rule no. 7 will have to be submitted by the faculty member along with the application for availing benefits of this scheme.
9. The requirement of service in the institute is cumulative, i.e. if the faculty already has any previous commitment of service in the institute under any other scheme, the period of commitment under this scheme will be added to the balance of the previous period.
10. The faculty will continue to get salary as per government norms and he / she will be treated "in service" during the period of study under this scheme.
11. The faculty under this scheme may accept stipend / scholarship / pocket allowance / incidental expenses from the host center of the post-doctoral work; however he / she must not receive any remuneration from the center.
12. While availing benefits under this scheme, a faculty member is not permitted to apply for employment anywhere else, without a written permission of the Director and approval of the Administrative Council.
13. He / She should not have any court cases / enquires pending.