

I.T.S. Engineering College, Greater Noida

Rules for Faculty regarding Paper Presentation, Journals, attending Conference/ Seminar /MDP/ FDP/ QIP/ Workshop.

I.T.S. - The Education Group encourages academic activities by faculty members in the form of paper presentation, journals (referred), participation in the seminars, conferences, workshops, Faculty Development Programs (FDPs), Quality Improvement Programs (QIPs) etc. The rules for attending such activities are as follows:

1) Publication of Research Papers:

To help the faculty the I.T.S. Engineering College is offering following incentive scheme to its faculty members on publication of research papers etc.

S. No.	Name of Journal/ Category	Proposed Incentive
1	International Journal (Referred) with an impact factor of < 0.5	Nil
2	International Journal (Referred) with an impact factor up to 1.5	Rs. 15000/-
3	International Journal (Referred) with an impact factor of > 1.5	Rs. 25000/-
4	National Journal (Referred) with an impact factor of > 1.5	Rs. 10000/-
5	Conference Proceeding	Nil
6	Paid publications	Nil

First author has to be from I.T.S. Engineering College and he has to submit the hard copy of the paper and proof of publication/ acceptance for publication of the paper for claiming such incentives.

Co-author, if all from I.T.S. then following will be applicable; otherwise first author has to be from I.T.S.

- In case of co-authors amount will be shared in ratio 3:2.
- In case of three authors the amount will be shared in ratio 5:3:2.
- The paper having more than three authors will not be considered.

2) Paper Presentation in National Conference/ Seminar by Faculty

- a) Faculty Member shall inform in writing the Head of the concerned Department & Director of the College about acceptance of their papers/ articles for presentation in an International or a National Conference or Seminar immediately on receiving the same information.
- b) Only first author (from ITS) will be eligible to visit the Conference/ Seminar venue for presentation.
- c) Papers published/ presented as co-author where first author is not from I.T.S, will not considered.
- d) Registration fee for the program shall be shared by the concerned faculty member and College on equal basis (50% each).
- e) A faculty shall be sponsored for attending maximum three Conferences / Seminars for articles/ paper presentation in a year.
- f) Railway III A.C. fare by the shortest route will be admissible for attending these programs on production of tickets. In addition Travel Contingency expenditure of Rs.250/- per day of travelling is also admissible.
- g) Lodging and board expenditure will be reimbursed on actual basis with a ceiling of Rs.2,000/- per day for Professor and Associate Professor and a ceiling of Rs.1,500/- per day for Assistant Professor and Teaching Associate. Faculty will be required to support expenses by bills.
- h) A copy of the paper has to be submitted to the institute library for claiming reimbursement.

3) Attending MDP,QIPs, FDPs, International & National Conference

- a) Institute may sponsor a faculty for attending maximum two times QIP/ FDP/ MDP. International / National Conference/ Seminar or other such programs held outside National Capital Region(NCR) and maximum three times in NCR in an academic year.
- b) Registration fee for such programs shall be shared by the concerned faculty members and the Institute on equal basis(50% each).
- c) Railway III AC fare by the shortest route will be admissible and actual lodging and board expenses (unless covered under the conference fee) shall be reimbursed with a ceiling of Rs.2,000/-per day for Professor and Associate Professors and Rs. 1,500/- for Assistant Professor and Teaching Associate. Supporting expense documents have to be produced for claiming reimbursement.

A) Duty Leave

The faculty members can avail duty leave for a maximum of 15 days in a calendar year for attending FDP/MDP/ QIP/ Presentation of Paper/Article/ Case study in the International and/ or National Conference/ Seminar, Ph.D. Research work and conductance of University Viva with prior approval of the Director.

The above rules came into effect from January 01, 2012.

[Dr. Vineet Kansal]
Director