CHAPTER 8
GUIDELINES FOR FINANCIAL ASSISTANCE,
HOLDING OF CONFERENCES ETC.

8.1 GRANT OF FINANCIAL ASSISTANCE TO FACULTY

The Institute grants Financial assistance to faculty in respect of (a) cost of books/technical journals, (b) membership fee of international bodies/societies, (c) attending national and international conferences and (d) contingency grant from recurring funds of the Departments/Centres for day-to-day work as per the following norms.

A.I. REIMBURSEMENT TOWARDS COST OF BOOKS/ JOURNALS AND MEMBERSHIP FEES OF A PROFESSIONAL BODY.

(i) Contingency grant for books, stationery, local travel etc. shall be Rs. 4,000/- per year.

(ii) Reimbursement shall be made within a period of two weeks after production of the statement of expenditure supported by bills. In order to streamline the procedure, such bills may be entertained only twice a year e.g. in February and August.

(iii) Books, Journals purchased shall be considered as personal property of Faculty Member.

(iv) Reimbursement in respect of membership fee of one international professional body/society to the extent of 75% of the actuals. Rather than having to pay every year, members of the faculty may be encouraged to become life members, wherever possible, by paying a lump-sum amount, produce the bill to the Accounts Section, who should then re-imburse 75% of the actual amount.

(v) Membership fee shall not include the cost of any journals/transactions for which additional payment has to be made. However, those journals/publications available free of cost along with the membership fee can be retained by the faculty.
A. II REIMBURSEMENT OF TELEPHONE BILLS

Faculty holding posts of Professors, Associate Professors, Assistant Professors and their equivalent posts at the Institute are extended the perk of reimbursement of telephone charges up to a ceiling of Rs. 750/- p.m. w.e.f. 21-5-2002. The telephone charges will include charges incurred on all types of telephones - internal, external and mobile etc.

B. FINANCIAL GRANT TO FACULTY/SCIENTIFIC/DESIGN/PROGRAMMING STAFF FOR ATTENDING NATIONAL & INTERNATIONAL CONFERENCES

(a) Full funding for attending one national conference per year by each faculty and scientific/design staff on condition that the concerned faculty is either presenting a paper or is invited to chair a session.

(b) Full funding to attend one International Conference once in three years with financial assistance up to Rs. 1.00 Lakh per slot subject to faculty presenting a paper or chairing a session in the International Conference in the area of his/her specification. This is effective from 1.7.2001 as per following guidelines:

(i) He/She should have published atleast three research papers in journals/conferences of repute in the preceding three years or between the conferences, whichever is shorter.

(ii) New faculty joining at the level of Assistant Professor may avail of this facility after the completion of probation period.

(iii) For Faculty members who join at a higher post, this facility will be available only after completion of three years of service at the Institute.

(iv) If the paper accepted for presentation at the conference is multi-authored, then only one of the authors will be allowed to avail the facility.

(v) The financial assistance of Rs. 1.00 lakh could also be taken in two parts of Rs. 50,000/- each in three years period.

(vi) The amount of up to Rs. 1.00 lakh can be used for:

a) International air travel including taxi charges between the place of residence and the airport, visa fees and airport tax.

b) Registration fee for the conference.

c) Boarding & lodging for the period of the conference.
d) Local travel at the place of conference.

e) Expenses for attending one workshop or tutorial upto 2 days associated with the conference.

f) Medical insurance connected with international travel.

The financial assistance of Rs. 1.00 Lakh for International conferences etc. replaces the scheme for Partial Financial Assistance. However token money of Rs. 2,000/- will continue to be provided to the faculty in addition so as to enable the Faculty to seek funding from other sources.

Note: The facility of attending International Conferences to regular programming staff will be decided on case to case basis with the approval of competent authority.

C. FINANCIAL ASSISTANCE FOR BOOK WRITING

The Institute provides financial support/contingent grant to its faculty for the preparation of books under the Book Writing Scheme. The guidelines and the proforma to be used for Book-writing Grant are given in Annexure 8.1.

D. FINANCIAL ASSISTANCE FROM QIP

QIP gives a financial assistance of Rs.20,000/- to faculty members for book writing/preparation of course material/transparencies etc.

8.2 CONTINGENT GRANT TO OUTSTANDING FACULTY MEMBERS

A Contingency grant of Rs. 10,000/- (Rupees Ten thousand only) may be given to each of the faculty members adjudged as really outstanding on the basis of the evaluation of their self assessment reports by the Committee appointed by the Director. This grant is to be utilized by them at their discretion for attending Conferences, procurement of research material/reproduction of material/consumables etc. Expenditure involved on account of these contingency grants is to be met from the recurring grant of the Department/Centre concerned and the necessary increase in the departmental recurring grant will be made for meeting this extra expenditure.

8.3 DA TO STAFF WHEN DEPUTED ABROAD ON TEMPORARY DUTY

The rates of DA as notified by the Govt. of India from time to time for equivalent level of posts shall be applicable to the Institute staff when deputed for temporary duty abroad (except when availing financial assistance for attending international conferences etc.).
Terms and Conditions

(1) Special scale (per diem) is admissible in the case of the Director of the Institute. In the case of other staff members belonging to First Grade Officers (under TA Rules), the general (lower) scale will be admissible.

(2) In case of staff members below the level of First Grade (under TA rules) only 75% of the general rate will be allowed.

(3) Where a staff member of IITD is going abroad as part of team deputed by a public sector organization or a public funded autonomous body like ADA, and such organization is bearing the full cost, he may be allowed the same rate as permitted by the organization for its employees of corresponding rank.

(4) In case vouchers are produced in support of accommodation charges, these will be admitted subject to a maximum of 35% of the per diem rates, besides the entitlement of 65% towards expenses on food, tips, VAT Service charges, local travel and incidental expenses.

(5) In case the staff member does not produce vouchers in support of accommodation charges, this will be limited to 80% of the entitled rate.

(6) In case where the staff member is provided lodging alone, his claim will be limited to entitled rate.

(7) In case where the staff member is provided boarding and lodging, his claim will be 30% of the entitled rate. In addition he will also be allowed the actual expenses including hire of car, railway fare or air fare traveling from one place of stay to another.

(8) In case of trainees, the following rates will be admissible.

(i) Where training authorities do not provide trainee with any DA, pocket money, scholarship or other cash assistance, the employee is entitled to such amounts as may be authorized by the Reserve Bank of India (RBI).

(ii) Where the training authorities provide an assistance by way of pocket money, etc. the entitlement computed above will be reduced by the monetary benefit so received.

(iii) Where the employee is treated as guest, entitlement towards miscellaneous expenses will be limited to the extent permitted by RBI.
8.4 GUIDELINES FOR SECURITY CLEARANCE FOR HOLDING INTERNATIONAL CONFERENCES/SEMINARS/WORKSHOPS ETC. IN INDIA [effective 01-09-2000, 25022/40/97/E.IV, Govt. of India, Ministry of Home Affairs (M.H.A.)]

A. INTERNATIONAL CONFERENCE ETC. WHICH WILL NOT REQUIRE PRIOR CLEARANCE FROM MHA.

(i) A conference organized or sponsored by a Ministry or Department of Government of India.

(ii) A conference organized/sponsored by State Government.

(iii) A conference organized by Public Sector Undertaking or an organization owned and controlled by Government of India or a State Government.

(iv) A conference organized by ‘NGO’ with or without the official sponsorship of any Ministry or Department of Government of India or State Government.

(v) A conference organized by the United Nations and its specialized agencies.

In all the above cases, the nodal/administrative Ministry concerned shall be competent to accord approval after considering any possible security ramifications to hold the conference/seminar/workshop etc., without prior clearance or reference to MHA.

B. INTERNATIONAL CONFERENCES ETC. FOR WHICH PRIOR APPROVAL/CLEARANCE FROM MHA WOULD BE REQUIRED.

It would be necessary to obtain prior approval/clearance of MHA for holding an international conference/seminar/workshop etc., if:

(i) the subject matter of the conference being organized is political, semi-political, communal or religious in nature, or is related to human rights; or

(ii) the conference is proposed to be held in areas covered under Protected/Restricted/Inner line regime; or

(iii) the conference includes participants from Afghanistan, Bangladesh, China, Pakistan or Sri Lanka.

The nodal/administrative Ministry would send full details of the proposed conference/seminar/workshop to MHA for this purpose.
POLITICAL CLEARANCE FROM MINISTRY OF EXTERNAL AFFAIRS (MEA).

It would also be necessary to obtain the prior clearance from MEA for holding an international conference etc., if:-

(i) the subject matter of the conference has a bearing on external relations.
(ii) the conference includes participants from Afghanistan, Bangladesh, China, Pakistan or Sri Lanka.

GRANT OF VISA TO FOREIGN PARTICIPANTS

Grant of visas to foreign participants in international conference/seminars etc., shall be governed as per the following guidelines:-

(i) In respect of foreign participants attending conferences covered under Category A above i.e., where the nodal/administrative Ministry itself is competent to accord permission for the conference, visas may be issued liberally once the nodal Ministry has approved the conference.

(ii) In respect of foreign participants proposing to attend any conference covered under Category B above, the nodal/administrative Ministry would send the full particulars of the foreign participants, such as name, parentage, nationality, date and place of birth, passport number, date and place of issue, validity, addresses etc. to the MHA for consideration for clearance for grant of visa.

However, the following guiding principle may be followed namely that a foreigner participation should not be generally considered to attend conferences of political, semi-political, communal or religious nature or those related to human rights or sensitive technical subjects which can be utilized as a platform for any particular line of propaganda or where the subject matter of the conference is of a purely national or local character.

E. TIME SCHEDULE FOR CLEARANCE (OR OTHERWISE) FOR PROPOSED INTERNATIONAL CONFERENCE/SEMINAR ETC.

To the extent possible, the following time schedule may be followed in processing cases for proposed international conference/seminar etc.:-

(i) Where no clearance from MEA is required, the nodal/administrative Ministry should give its clearance for holding a conference within two weeks.

(ii) For international conference/seminars where prior clearance from MHA and/or political clearance from MEA is required, full particulars including those of foreign participants would be sent by the nodal/administrative Ministry to MHA and MEA within two weeks.

(iii) Ministry of External Affairs would give its clearance or otherwise from political
angle within two weeks to the MHA and the nodal/administrative Ministry.

(iv) Ministry of Home Affairs would give clearance or otherwise from security
angle within 4 to 6 weeks to the nodal/administrative Ministry concerned.

(v) The nodal/administrative Ministry would communicate the final decision
about holding the international conference/seminars etc. to the organizers
at least four weeks before the commencement of the conference.

F. MISCELLANEOUS

(i) The nodal/administrative Ministry concerned shall be competent to decide
whether a particular international conference etc., would fall within the
Category B or C (1) and, therefore, require to be referred to MHA and/or
MEA.

(ii) The onus of obtaining clearance from the MHA and/or MEA, wherever
required would rest with the nodal/administrative Ministry concerned and
not with the organizers.

Proforma for submitting proposal for holding of International Conference, Seminar,
Symposium is given at Annexure 8.2.

8.5 PERSONAL COMPUTER TO THE ACADEMIC STAFF ON SUPERANNUATION FROM
SERVICE OF THE INSTITUTE.

A Personal Computer (PC) to the academic staff on their superannuation from
service of the Institute is given on the following terms and conditions (BG/40/2001) :-

1. The staff member should have served the Institute for a minimum period of
10 years.

2. The staff member should have purchased the PC from his Professional
Development Fund (PDF).

3. The Computer should have been with the staff member at least for a period
of two years before the date of superannuation.

4. A token amount of 5% of the cost of the PC or buy back value fixed by the
vendor, whichever is lower, be charged from the staff member.

5. Only one computer, either a laptop or a desktop, be given to the staff member.
### ANNEXURES

#### CHAPTER 8

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Annexure 8.1
(Refers 8.1 (c))

Guidelines for Book Writing

1.1 (a) Faculty members desirous of writing books, laboratory manuals and monographs would be entitled to receive a financial grant of Rs. 5,000/- per annum for secretarial and other assistance, purchase of stationary, typing, photocopying, postage, local conveyance, collection of materials from other libraries including travel costs for the same, payment of royalties, etc. for use of copyright materials and to discuss with other experts, translation costs, etc.

(b) In addition, assistance would be provided to enable him to hire IITD students for summer/winter jobs and part-time work as additional to the financial grant.

1.2 It would also be possible for a group of IIT faculty to jointly take up a book-writing and produce sections of a book or course of a reading material which could be put together in the form of a book. One of the teachers in the group may be named as Editor or coordinator for such a project who would undertake the overall responsibility of getting the manuscript ready for publications.

1.3 (a) In case a faculty member completes the manuscript anytime within the first year before the end of second year, he/she would be eligible for a maximum financial grant of Rs. 10,000/- (equivalent to two years of financial grant).

(b) In exceptional cases requiring further expenditure beyond the second year, the Director may sanction sum of upto Rs. 5,000/-

1.4 It would be possible for a faculty member to revise the text-book, monograph, etc after a period of five years from first publication. A sum of upto Rs. 5,000/- may be given as grant for the same.

2. Duration of the Project -

The book-writing is generally of two years duration and can be extended in special cases by another year bringing the total duration to three years. The project may be terminated, however, at an earlier date on the completion of the manuscript. Only one book-writing can be taken up at a time under this programme by a single faculty member.

3. Evaluation & Acceptance of the Manuscript

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All project proposals will be considered by a 3-member committee appointed by the Deputy Director (Faculty) of the professorial committee of the department/center. This committee would be concerned mainly in ensuring proper standards and quality of the manuscript and may make suitable suggestions to the author. The presentation would, however, be the responsibility of the faculty to whom the project is entrusted. The same committee would evaluate the proposal for additional grants for satisfactory completion and make suitable recommendations for its publication. A standing Institute level Committee would be constituted to examine recommendations from Departments/Centres to decide Institute level priority.

4. **Publication of Books**

The authors should arrange for the presentation of books, with the publishers. Assistance may be provided by IIT for securing subsidy from National Book Trust.

5. **Proposals**

Proposals for assistance for book writing can be received at any time in the year but will be considered only on January 1, May 1 and September 1.
Form: (1)
Proposal for Book-Writing Grant

INITIAL PROPOSAL

1. Name of Authors(s) : 
2. Department / Centre : 
3. Designation(s) : 
4. Title of the Book : 
5. Level of the Book : (UG (indicate year)/PG
6. Type of Book : Text/reference/Monograph/Others
7. Objectives and Contents :
   (Enclose list of Chapters/Appendixes)
   Indicate: - Expected No of typed pages against each Chapter and total.
   - Expected No. of Figures in each Chapter and total.
8. Significant features of the Book. (Enclose a write-up indicating the general approach; special features; innovations etc. - basically justification for a new book. The write-up may be in the style and nature of a preface).
9. List of recent comparable books published in India/Abroad. Title, Author(s); Publisher; year of Publication; Price
10. Status of the manuscript
   (i) Work will be started after approval.
   (ii) Rough notes available for some/all chapters.
   (iii) First draft completed for some/all chapters.
11. If authors(s) has/have taught course(s) for which the book could be used, indicate
   (i) Title of the course(s)
   (ii) Years in which taught
   (iii) Were the lecture notes circulated to students and feedback used in revising the manuscript.
12. Chapterwise time-schedule for completing the manuscript in final form for submission to publisher. Probable date of completion.
13. Is the Publisher identified? :

   Signature of the Author(s)

   OBSERVATIONS BY THE PROFESORIAL SUBCOMMITTEE
   (Signature of Members)

Deputy Director (Faculty)
Form: (2)
PROPOSAL FOR ADDITIONAL BOOK WRITING GRANT

ADDITIONAL GRANT

1. Name of Author(s) : 
2. Department/Center : 
3. Designation(s) : 
4. Title of the Book : 
5. Date of Initial Sanction : 
6. Initial Sanction amount : 
7. Amount spent : Rs.
   Details : Typing pages = Rs.
   Figures (Nos.) = Rs.
   Others = Rs.
   Total = Rs.
8. Is there a major deviation from the contents in the initial proposal?
9. Chapterwise time-schedule when the book was approved and the actual progress, i.e., chapters written, figures made etc.
10. Expected date of completing the manuscript in the final form for submission to publisher.
11. Reasons for change in the time plan ...........
12. Have you tried out the draft chapters in the classroom? If yes, the courses.
13. Is the publisher identified? If not, when would it be done?

(Signature of author(s)

REMARKS BY THE PROFESSORIAL SUBCOMMITTEE

(Signature of Members)

Deputy Director (Faculty)
ANNEXURE 8.2  
(Refers 8.4)  
PROFORMA  

PROPOSAL FOR HOLDING OF INTERNATIONAL CONFERENCE, SEMINAR, SYMPOSIUM, ETC. (FIVE COPIES TO BE SUBMITTED TO NODAL MINISTRY)  

1. Title :  
2. Venue :  
3. Time :  
4. Subject of the Conference/Seminar/Symposium with list of various technical sessions and/or workshops. :  
5. The relevance and scientific and technological importance of organising the Conference/Seminar/Symposium in the context of the present day National needs. :  
6. Organising agencies :  
7. Sponsoring agencies, if any :  
8. Number of National and International delegates (separately) expected to participate. :  
9. *Countries from which foreign delegates are expected. :  
10. Name (with complete address) of foreign delegates (country-wise) proposed to be contacted/invited. :  
11. Number of National & International delegates (separately) likely to read papers. :  
12. Whether the proceedings are to be published or not. If yes, how? :  
13. *Total anticipated expenditure with break-ups under major heads. :  
14. Anticipated Sources(s) of income :  
15. Details of contributions, if any, expected from foreign source(s)/individuals. :  
16. Copy of the approval of the BOG of the Institute/organisation of the proposal. :  
17. Any other relevant information :  
   *may be given as annexure(s)  

SEAL :  

(Signature)  
(Head of the Institution/Organisation)  

Date :  

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