



NETAJI SUBHAS UNIVERSITY

Jamshedpur

(A Unit of Sitwanto Devi Mahila Kalyan Sansthan

Estd. Under Jharkhand State Private University Act, 2018

Approved by UGC under Section 2(f), AICTE, PCI, BCI, NCTE, INC & JNRC

Financial Support Policy for Faculty at Netaji Subhas University

**POLICY FOR SANCTION OF FINANCIAL ASSISTANCE TO TEACHING
FACULTIES TO ATTEND CONFERENCE / SEMINAR
/ SHORT TERM COURSE / WORKSHOP / FACULTY DEVELOPMENT
PROGRAM / REFRESHER COURSES
/ PERSONALITY DEVELOPMENT PROGRAM/ MANAGEMENT
DEVELOPMENT PROGRAM/TRAINING ETC. IN INDIA / ABROAD**

Registrar
Netaji Subhas University
Jamshedpur, Jharkhand

NSU (CAMPUS): Pokhari, Bhilai Pahari, PS: MGM, Dist: East Singhbhum, Jamshedpur- 831012

Toll Free No: 1800 8899 022

NSU(CITY OFFICE): 4th Floor, Shatabdi Tower, Sakchi, Jamshedpur- 831001

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At **Netaji Subhas University**, we are committed to fostering academic excellence, innovation, and research by providing comprehensive financial support to our faculty members. We recognize that financial assistance is essential in enabling educators and researchers to undertake innovative projects, enhance teaching practices, pursue professional development, and contribute meaningfully to their respective disciplines.

The University believes that empowering faculty members through financial support strengthens the quality of education, promotes interdisciplinary collaboration, and enhances institutional growth. By investing in faculty development, we aim to enrich the learning experience of our students, advance research outcomes, and reinforce the University's position as a centre of academic excellence.

Research, innovation, and continuous quality improvement in teaching and learning are integral to achieving classroom excellence. With rapid transformations in the educational landscape at both national and global levels, higher education has become more dynamic and accessible. These changes require faculty members to be adaptable, versatile, and committed to lifelong learning.

To support this vision, Netaji Subhas University has established a well-structured **Financial Support Policy** that provides internal faculty members with opportunities to enhance their academic knowledge, participate in professional development programmes, present research at conferences, publish scholarly work, and engage in other academic and research activities. Through this policy, the University seeks to cultivate a culture of continuous learning, innovation, and academic excellence.

POLICY STATEMENT

Netaji Subhas University is committed to promoting the continuous professional growth and academic advancement of its faculty members. Through this Financial Support Policy, the University provides financial assistance to encourage faculty participation in seminars, conferences, symposia, workshops, faculty development programmes (FDPs), training programmes, and other academic events organized at national and international levels.

The primary objective of this initiative is to facilitate knowledge enhancement, research dissemination, academic collaboration, professional networking, and the exchange of innovative ideas. Participation in such programmes enables faculty members to remain updated with emerging trends, adopt best practices in teaching and research, and strengthen their academic competencies.

The University believes that continuous faculty development contributes to the creation of a vibrant and conducive academic environment. By supporting professional learning and scholarly engagement, this policy enhances the personal and professional effectiveness of faculty members, ultimately leading to improved teaching quality, institutional excellence, research productivity, and enhanced student learning outcomes.



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OBJECTIVES

Provide financial assistance to all teaching faculty for the following:

- Attending or participating in seminars, symposia, conference workshops, refresher courses, PhD programme course works, book publishing, and training workshops both in India and abroad.
- International cooperation and exchange programmes, which may include international internships.
- Advising faculty members to apply for travel grants.
- Programs for all teaching faculty members in India and overseas.
- Provide financial help to faculty members in the form of registration fee reimbursement and DA/TA to encourage their participation in various professional development conferences/workshops.
- Professional Development Programs (PDPs), Capacity Building, Faculty Development Programs (FDPs),
- Offer and facilitate training programmes for faculty members offered by the College's corporate partners/collaborators as part of collaborative programmes conducted in India or overseas.
- Organize academic exchange programmes for faculty members with recognized academic institutions as needed.
- To encourage and push academic members to seek financing from various funding agencies for research, outreach/extension efforts, or nationally acclaimed UGC programmes.
- Provide qualifying teaching faculty members/members with training programmes and financial assistance as needed for programmes provided by corporate partners for software's/courses required for the smooth running of the Institution's joint programmes.
- To plan career and skill development programmes.
- To offer departmental money for guest lectures, seminars, and field trips, as well as to perform association events, collaborative activities, and outreach programmes.
- Planning and implementing staff training and development programmes to improve professional competency.

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SCOPE OF THE POLICY:

The policy applies to all levels of academic/research activities except certification programmes. Participation in such programme is subject to local need assessments and permission, among other things, and is in accordance with the institution's standards. Faculty engagement should be aligned with academic content standards or research criteria as outlined in the Research Policy.

The amount being spent for professional development every financial year should be utilized only for the following activities:

- Professional Membership Reimbursement (PMR) relevant to academics.
- For membership fee of professional organizations relevant to one's domain.
- For purchase of books relevant to teaching/research.
- For payment towards online courses like MOOC, etc., to enhance professional competency, on production of certificate of completion.
- To support research scholars/students under the guidance of a faculty against actual work-related expense.
- Librarian appointed in the pay scale applicable to faculty members.
- All University Officials above the rank of Senior Executive and appointed by University / Deputed.
- Any other activity enhancing the core competency of the concerned faculty and staff (India / Abroad), with due approval of the Competent Authorities.

POLICY GUIDELINES

The following guidelines govern the implementation of the Faculty Financial Support Policy at **Netaji Subhas University**.

1. Eligibility

The following categories of employees are eligible to avail financial assistance under this policy:

Permanent teaching faculty and non-teaching staff who have successfully completed or are undergoing the prescribed probation period, subject to the provisions of this policy.

Financial assistance shall be provided to faculty members for participation in seminars, conferences, Faculty Development Programmes (FDPs), workshops, training programmes, refresher courses, and other academic events that contribute to professional growth and academic excellence.

Faculty members are encouraged to actively participate in national and international academic programmes to enhance their teaching, research, and professional competencies.

Eligibility for financial assistance to attend international conferences shall generally be available after successful completion of the probation period.



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2. General Conditions

Financial assistance under this policy shall be provided either as reimbursement of approved expenses incurred by the faculty member or as advance financial support, wherever applicable, for approved professional development activities.

The following conditions shall apply:

Faculty members must obtain prior approval from the competent authority before registering for or participating in any conference, seminar, workshop, FDP, training programme, or similar academic event.

Faculty members below the rank of Professor are expected to present a research paper or poster while attending conferences. Reimbursement shall be subject to the submission of documentary evidence of participation and presentation.

All research papers, posters, presentations, and publications supported under this policy must clearly mention **Netaji Subhas University** as the institutional affiliation of the author(s).

Faculty members are encouraged to participate in conferences and academic events organized by reputed institutions, professional bodies, and indexed or recognized organizations to maximize academic impact and knowledge dissemination.

Faculty members attending international conferences for paper presentations shall make a departmental presentation before the Conference Support Committee (CSC) prior to their departure. The presentation shall demonstrate the quality, relevance, and expected academic outcomes of the research work.

3. Conference Support Committee (CSC)

The Conference Support Committee shall evaluate applications for financial assistance related to international conference participation. The Committee may comprise:

Head of the Department – **Chairperson/Convener**

At least one faculty member of the Department holding the rank of **Associate Professor or above**

Any other member(s) nominated by the University, if required.

The recommendations of the Committee shall be forwarded to the competent authority for final approval.

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PROCEDURE OF AVAILING THE GRANT/AID:

Applications for national conferences/seminars should be submitted to the Principal/Registrar at least 7 days in advance.

For international events, an application must be submitted in advance to the Principal, along with an alternate teaching plan approved by the corresponding Head of Department. In addition, the faculty member should ensure that students' instructional hours are not impacted.

Research Advisory Committee (RAC) evaluates applications for relevance and necessity.

If many candidates from the same department are submitted, the principal's decision is final.

If a research paper presentation is funded, the first author will be given preference if the paper is co-authored. The application, however, should include No Objection Certificates from the second author (s).

Pattern of Assistance

Travel assistance desired for International Conferences / Seminars / Symposia held in abroad

- Eligible employees will receive 50% assistance once every two years. Covered expenses include economy class airfare via the shortest route, airport taxes, visa fees, registration fees, and a daily allowance as per established guidelines. Late registration fees will not be reimbursed, and travel with Air India is preferred. Accommodation expenses will be reimbursed in accordance with the rules.
- If the number of applicants is excessively high and funds are limited, the competent authority will determine the amount of assistance to be granted.

Travel assistance within India for National or International Conferences / Seminars / Symposia/ Workshops

- Eligible employees will generally receive 50% assistance once a year. If the number of applicants is high and funds are limited, the competent authority will determine the level of assistance provided.
- Travel and daily allowances (TA/DA) will be granted as per the established rules.
- The registration fee, not exceeding Rs. 1 0,000, will be fully covered. Late registration fees will not be reimbursed.
- If any employee wishes to apply for financial assistance a second time within the year, they may receive support for the registration fee only, within the Rs. 5,000 limit.



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Note:

- If lodging and boarding charges are included in the registration fee, no daily allowance (DA) will be provided. This applies to both categories of travel.
- Financial assistance for travel within India will be available only to faculty members who have completed at least six months of service at the University.
- For conferences, seminars, and symposia held outside India, faculty members may receive assistance only after one year of service and must provide a bond to. Continue their employment for the remaining years (up to a maximum of two years) if they have not yet completed three years of service at the University.

How to Apply

Employees must submit their applications in the proper format (Annexure I) to the Registrar at least 15 days prior to the commencement of the international or national event. The application should be routed through the respective Head of Department and Dean of Faculty. For Officers, applications should be routed through their respective Controlling Officer.

- A Standing Committee within the department will review the applications and forward them to the Registrar's office for the competent authority's approval.
- Preference will be given to applicants who have not received any financial assistance in the past three years.
- The applicant's proven record of research output will be a key criterion in the evaluation process.
- Preference will be given to those applying for assistance for programs scheduled during the summer and winter breaks.
- Additional preference may be granted to applicants who have secured partial assistance from external sponsors or sources.
- The decision of the Vice-Chancellor shall be final and binding in all respects.

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(Annexure I)

Application for financial assistance to attend conference/Seminar/Short term Course/ Workshop/Faculty Development Program/Refresher Courses/Personality Development Program/ Management Development Program / Training etc. in India / Abroad.	
1. Name	
2. Designation & Department	
3. Name and address of the Institute /University/ Course Organizer (To be visited)	
4. Purpose of Visit	FDP/FIP/QIP/Workshop/Conference/Seminar/Other.....
5. Name of the Event/ Title of the paper to be presented.	
6. Authors (for Conference / Seminar)	
7. Date of the Event	
8. Financial Assistance offered by the hosting / organizing institution.	Waiver of Conference / workshop fee: TA/DA : Local Hospitality :
9. Financial Support Needed from NSU (Give Breakup)	Yes / No
10. No. of Conferences/ Workshop/ Courses attended last academic year (Give details if yes)	
11. Arrangements for Class/ Exam duty During your absence	
12. Recommendations of HoD	
13. Recommendations of Dean R&C / Dean, Academic Affairs	
14. HR Recommendation eligibility through Registrar	
15. Fund cleared by Finance Officer	CCTRGL A/c Fund cleared for Rs out of Budget head. Finance Officer
Recommendations of: Approved/Not Approved	
Registrar, Netaji Subhas University Vice Chancellor, Netaji Subhas University	

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REPORTS/OUTCOME RECORDING OF SUCH EVENTS:

Within a week of returning, the staff member must submit a detailed report together with the bills for reimbursement.

On submission of original copies of air travel tickets, visa, boarding passes, attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings, the expenses incurred will be refunded.

In the case of any training programme attended by the staff, the details of the programme/learning experience should be presented to the respective department within a week of their return.

Faculty members who attend an international seminar or conference should work on publishing their work in a reputable international journal.

Copies of participation certificates, best paper certificates, and other relevant certificates should be handed over to the Research Department, with a soft copy uploaded on the ERP.

Procedure of approval of PDA application

- Prior approval of the University is mandatory for attending any such Conference, Workshop etc. to be held inside & outside India. Application in the prescribed format should be filed one-month prior to the event to be held in India and two-month prior to the event to be held abroad. Application submitted in the given format and defined timeline will only be considered. All such applications should be sent to the Registrar through proper channel.
- Faculty members who have not completed one year of service at NSU, may also apply for presenting the paper in the conference. However, the final approval will be given by the Registrar.
- For attending conferences, workshops, etc., faculty members can avail approximately 65% of the anticipated expenses as advance from the finance section and get approval from the concerned authority which is to be settled within one week from the date of return from the event.
- Faculty should apply for the appropriate leave independently and attach a photocopy of the approval with the leave application.

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- The applicant needs to ensure that all the approvals are obtained before the timeline.
- Reimbursement of expenses will be made only on claims which are supported by original vouchers, receipts, and on production of certificate of attendance and post attendance report.
- Submission of a report on paper presentation/participation (paper publication by the faculty in Conference/Seminars/workshop/FDP/STC is compulsory.
- Following the event, the faculty member must present before the peer group of the department. Monthly report (in the prescribed format) has to be submitted to Dean R&C by the HOD regularly, subject to which new applications will be considered from respective department.

Note: in case the applicant does not attend the event, the information should be provided to Dean Academics by e-mail with copy to HOD.

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