



Policy for Financial Assistance to Faculty

(For publishing articles/attending seminars, workshops and FDPs)

1. Introduction

Saintgits College of Applied Sciences accomplishes its vision of “holistic development” through continuous academic excellence. Academic excellence is ensured by offering transformative learning experiences through faculty empowerment. The institution encourages its faculty members to attend FDPs, seminars, paper presentations and publications. The institution motivates the faculty members by providing financial assistance and research leave for participating in FDP’s, seminars and paper publication.

2. Objectives of Financial Assistance Policy

- To enhance knowledge in the respective subject areas of faculty members.
- To encourage the faculty members to participate in FDPs, seminars workshops.
- To encourage the teachers to present research articles in national and international conferences.
- To encourage the faculty members to publish research articles in high quality indexed journals.



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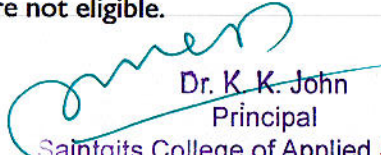
3.1 Procedure for availing financial incentive for attending the conferences/FDP's/Seminars

- The faculty members should get the consent from head of the institution before attending the conferences/FDP's/Seminars.
- To avail the financial incentives, the participant must submit the valid documents.
- The institution has a policy to reimburse 50% of the registration fees of FDPs, conferences and seminars.
- The Mar Gregorios Educational Society also provides incentives to faculty for attending conferences/ FDP's /Seminars/ Short Term Courses/Refresher Courses etc.

3.2 Procedure for availing financial incentive for publishing research article

- Papers which are 'published' or 'in print' or which 'appeared online' are eligible for the incentive.
- The author should fill the application form given in Annexure I.
- Research articles communicated or accepted are not eligible.




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- Only the principal author (PA) and the first two co-authors, from the college are eligible.
- If there is only one co-author from the college, the amount will be equally shared between the PA (50%) and the co-author (50%).
- If there are two co-authors from the college, the amount will be shared between the PA (50%) and the co-authors (25% each).
- Papers published in journals included in UGC care/SCOPUS/WEB OF SCIENCE/ESCI/SCI/other indexed journals only are eligible.
- The above table shows the details of financial incentive:

In a given academic year	Impact factor 1.00-2.00	Impact factor 2.00-3.00	Impact factor above 3.00
1 st paper	Rs 2000	Rs 2500	Rs 3000
2 nd Paper	Rs 2500	Rs 3000	Rs 3500



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Annexure-I

1.	Name & email id	
2.	Department	
3.	Title of the paper	
4.	Co-authors from the college	
5.	Journal where paper is published	
6.	Name of publisher	
7.	Year of publication	
8.	Vol. No. & page numbers	
9.	Impact factor and its source	
10.	Is it your 1 st , 2 nd or 3 rd publication in the year?	Details of previous publications to be given here
11.	Amount eligible	



[Signature]
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12.	Signature of Principal Author (PA)	
13.	Signature of first co-author	
14.	Signature of second co-author	
15.	Signature of HOD	
16.	Recommendation of Research Incentives Committee & signature	Recommended incentive: Rs.
17.	Approval of Principal	
18.	Approval of Executive Chairman	

Note:

1. Attach copy of the published paper.



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