



Excelssior Education Society's
Regd. Under Public Trust Act. 1950 Regd. No. F-638

K. C. COLLEGE OF ENGINEERING AND MANAGEMENT STUDIES AND RESEARCH

NAAC Accredited B++ Grade
(Affiliated To University of Mumbai, Approved by AICTE & DTE)
(DTE Code 3210)

Ref. No.

Date :

Travelling Allowance / Dearness Allowance Policy

16.1 Conveyance:

a. **Local conveyance-** Staff members traveling within the city for official work are eligible for compensation according to following table

Table No. 7: Conveyance Rates

Type	Rs. Per KM	Eligibility
Two-Wheeler	2.00	All Staff
Four-Wheeler	6.00	Head of Dept. with at least two other members or Group of at least three staff members
Auto	At Actual	All Staff, if carrying heavy material.
Bus	At Actual	Class-IV

b. **Outstation conveyance-** At actual for all staff. If Head of the Department with at least two other staff members or minimum three staff members are traveling, they can hire a taxi for such travel. For travelling and lodging maximum cap of two days will be there and for further extension it will require prior approval of principal or management.

16.2. Journey:

- Technical Staff and Non-teaching staff- Ordinary Sleeper class/ Bus, subject to production of tickets.
- Teaching staff- Associate Professor, Assistant professors, Head of the Department- III AC or Luxury bus subject to production of tickets for proof.
- Principal / Professor- For short-distance- AC car/ AC chair car. For long distance II AC.
- Staff members must clear all Travel Allowance / Dearness Allowance claims within 48 hours after completion of the tour. They must submit the visit report to Head of the Department / Principal.


Dr. Vilas N. Nitnaware
Principal





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16.3 **Dearness Allowance (DA)** is Rs. 250/- per day in metro cities like Mumbai, Bengaluru, Delhi, Kolkata, Chennai. For other cities DA is Rs. 200/-per day if more than one day.

16.4 **Lodging-** Staff members shall be eligible for lodging expenses as per table below


Table No. 8 Lodging Rates

Staff Category	Lodging Charges	
	Metro Cities	Other Cities
Non-Teaching	Rs.1000/-	Rs. 800/-
Teaching	Rs. 1500/-	Rs. 1000/-
Associate Professors	Rs. 1800/-	Rs. 1200/-
Professors	Rs. 2000/-	Rs. 1500/-

Deputation for Paper Presentations and Training Programs Policy

17.1 **Paper presentation:** Generally, an applicant applies to the sponsoring agencies like University of Mumbai, All India Council for Technical Education, Directorate for Technical Education, Council of Scientific and Industrial Research etc. for request of funds. In case he gets major amount from the sponsoring agencies, the institute will sponsor him /her up to a certain extent or an amount enough to bridge up the deficit. Provided applicant is sponsored by AICTE, DTE, UGC, Mumbai University etc. for Training/publication of paper with high impact factor or graded Scopes Index:




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Table No. 9: Financial Assistance for Paper Presentations *

Sl. No.	Type	Financial Assistance (For Registration Charges)	Limitations
1.	International Conference (Abroad)	Upto 30% By Institute (maximum of Rs 3000/-)	1 / Year / Person / Dept.
2.	International Conference (IEEE Standard or above in India)	Upto 30% By Institute (maximum of Rs 2500/-)	1 / Year / Person
3.	National Conference, Workshop, Symposium, FDP, STTP etc.	Upto 30% By Institute (maximum of Rs 2000/-)	2 / Year / Person
4.	Mumbai University or government recognized body Organized FDP / STTP / Conference / Workshop	Upto 100% By Institute or Rs. 1500	2 / Year / Person
5.	Patent Publications	Upto 50% By Institute (maximum of Rs 10,000/-)	No Limit as per R&D Policy
6.	Paper Publications	(1) UGC listed + Indexed + Unpaid = Rs.1500 (2) UGC Listed + Indexed + Paid = Rs.1200 (3) UGC listed + Not Indexed + Unpaid = Rs.1000 (4) Not UGC listed + paid = NIL	Maximum 2 per faculties in an Academic Year




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7.	Technical Training by Training Institutes	Training fees upto maximum of Rs. 25,000 by Institute for one course. Certification cost to be borne by faculty or institute will reimburse the amount to 50% or Rs 5000 whichever is less.	Maximum 2 faculties per department in an A.Y. Or as per the requirement & discretion of the institute.
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- All advancements to higher grade pay in various cadres will be affected subject to completion to AICTE approved refresher programmes of not less than two weeks duration each and two /one week each TEQIP sponsored programmes.
- *With prior approval of IQAC Coordinator and Vice Principal.
- Faculties cannot leave the institute for 2 years post availing the benefits and if left then they will need to reimburse the amount to the institute.

Notes:

- a. Reimbursements are based on budget provision but are limited to one for [national level] and once [for international level] in two calendar years for any individual staff member subject to performance of faculty and at discretion of Principal & Management.
- b. TA / DA rules have been as specified in Chapter 16 of this document.

17.2 Training programs for Teaching /Technical / Supporting staff member:

All Staff members are encouraged to take up various All India Council for Technical Education (AICTE) approved short-term training programs or attend reputed National or International conferences/seminars/workshops etc. during vacation period. Staff members who have put in more than two years of continuous confirmed service at KCCMSR are eligible for such deputations. Head of the Department shall decide the usefulness of such programs and recommend the name of staff members for attending the programs to IQAC Coordinator & Vice Principal for approval. As far as possible, such recommendations should be avoided during active period of the semester.



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As per the academic requirements, the Institute can organize training programs or associate with training bodies to provide the requisite training. The cost of training will be borne by the institute and the cost of certification will be borne by the faculties as mentioned in Table 9.

Note: TA/DA rules of Chapter 16 will be applicable for deputations as above.

17.3 Submission of proceedings / documents related to training programs:

After attending conferences / workshops, it is mandatory for all deputed staff to submit a copy of the proceedings, documents, etc to the Central Library and the department library. In addition, the staff is required to make a presentation on the conference or training program attended to the department. This is also applicable to any kind of dissertation work tending to higher degrees subject to completion and review of norms laid down, funds may be released.

17.4 Procedure to seek approval for funds: The applicant must fill up the on-duty form for requesting the permission for attending the seminar, workshop or conference. Attach the proof for the same.

17.5 Incentives or reward for special noteworthy achievement:

The institute follows a point-based incentive scheme to reward the research work carried out by faculty in the respective year. This is a one of its kind schemes initiated with the patronage of our Management and serves as an effective motivation for faculty, to undertake research in their chosen areas of interest. The various points considered for additional increments are tabulated.




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Table No 10: Point Calculations

Sr. No.	Type	Details	Points	
			Lead Author	Co Author
1	Patent Granted	US/Overseas/Indian	100	50
2	Publication	Int. Journals (SCI/UGC/Others)	15 / 10	12
		National Journals	07	5
		Int. Conference	10	8
		National Conference	03	03
3	R & D and External Funded Projects	More than 10 Lakhs	35	30
		More than 5 to 10 Lakhs	25	20
		More than 1 to 5 Lakhs	15	12
		Upto 1 Lakh	10	08
4	Consultancy Collaboration	Amount > 10 Lakh	35	30
		Amount >= 8 Lakh and <= 10 Lakh	30	25
		Amount >= 6 Lakh and < 8 Lakh	25	20
		Amount >= 4 Lakh and < 6 Lakh	20	15
		Amount >= 2 Lakh and < 4 Lakh	15	10
		Amount < 2 Lakh	10	5



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5	Conference / Workshop Organized	International	20	-
		National	10	-
6.	Ph.D. Guide	International / National	30	-
7.	Ph.D. Guide Co Guide	National	20	-

The points shall be noted while calculating the points for individual faculty.

1. (a) The points shall be equally distributed amongst all, if the number of people registering the patent is more than '1'.

(b) The patent shall irrevocably be registered in the name of KCCEMSR with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher pre-approval or subject to high importance factor.

2. (a) Publications in UGC approved journals, with a ISSN/ISBN No. with impact factor or Scopus indexed shall only be considered.

(b) Publications in journals with greater impact factor shall be considered for additional points; after a presentation and justification by the faculty before the R&D committee.


(c) Conference publications shall be considered, only if the paper appears in the official proceedings (proof required) or has been presented; for which a certificate of participation/ presentation is mandatory.

(d) The institute's name KCCEMSR should appear in the affiliation of the author/s or least of all, in the acknowledgement section of the paper; for consideration of incentive points.

3. (a) All such projects that receive funding and grants from apex bodies, government or non-government funding agency, R & D organizations, industry, university, etc. are eligible to be considered.

(b) The points for external funded projects shall be based on the actual amount received, and not on the amount sanctioned.




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4. The product designed should be a commercially viable one, and have had received acceptance from the industry with national/ international recognition.

5. (a) The points for organizing conferences, workshops, STTPs etc. shall be claimed only by the Convener / Coordinator of the event.

(b) For all such events that are funded by some agency, the points shall be increased to 30 and 20 for international and national events respectively. The funding in this case has to be $\geq 70\%$ of the total expenses for consideration of additional points.

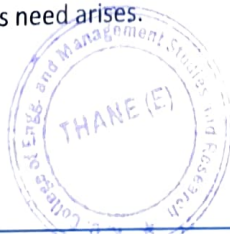
17.6 Additional Increments Criteria: The period to be considered/reviewed at the end of every semester. The points to be considered for recommending additional increments are different for faculty with a doctorate and non-doctorate qualification. The details are tabulated herewith;

Table No. 11: Incentive Criteria

Additional Increments	Total Points	
	Non Ph.D.	Ph.D.
1	50	100
2	100	200
3	150	250
4	200	300

Note:

The entire faculty eligible for R&D incentives shall submit the report with supporting documents to the respective Head of the Department by 1st of July every year. The Head of the Department along with some senior faculty members headed by Principal shall then carry out a rigorous scrutiny at the Department level; and ensure that their recommendations reach the R&D cell, as prescribed by Principal by 10th of July every year or date can be changed. The faculty members who are actively involved in research and having the basic salary close to the upper limit or blocked, shall be eligible for a special/ research allowance. The number of incentive increments shall be calculated, and a proportional rise in salary, for a year arrived at. This rise shall then be paid monthly / one time basis as need arises.



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