



POLICY FOR FINANCIAL ASSISTANCE SCHEME FOR TEACHERS (FAST)

Corporate Office: CP Tower, IPIA, Road No.1, Kota-324005, (Raj.) Ph.:0744-3040045
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(Established by Government of Rajasthan Act No. 13/2012 , u/s 2(f) of the UGC Act 1956)

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1. Overview

Career Point University, Kota recognizes that conducting research and enhancing the quality of teaching and learning are essential for achieving excellence in the classroom. Faculty members are assisted to participate in professional development activities to stay updated with the evolving landscape of education. The university implements a meticulously crafted financial strategy to bolster academic quality and uplift faculty standards.

2. Policy Statement:

The policy intends to assist faculty members to foster their professional competence through academic participation in various activities such as research works, conferences, workshops, seminars, symposia etc. This would help them to upgrade and enhance the research output at university level as well as in encouraging academic collaborations and in networking and other initiatives.

3. Objectives of the Policy

- To stimulate the faculty members for publication of quality research work.
- To provide financial support in the form of Award for publishing the research papers in nationally/ internationally reputed Journals
- To provide financial assistance to participate in National/International Conferences, Workshops, Seminars, FDPs, Orientation & Refresher Programs, etc.
- To provide the support for the Patent filing to faculty members and students under CPU IPR cell.

3.1 Core Values

- Excellence with value-based education.
- Responsiveness to society.
- Integrity and transparency.
- Mutual Respect.
- Sustainable development.

4. Forms of Financial Support

The financial support to teachers may be provided for:

- Registration fee for participation in seminars/ conferences/ workshops / symposia.
- Membership fee for professional organizations.
- Enrollment for faculty development programmes organized by institutions.
- Organizing academic workshops/ seminars/conferences based on professional competence.
- Registration fee for the publication and grant the patent(s).

5. Procedure for Application and Approval

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For availing the financial support, teacher educators have to follow the following procedures.

- The Dean (Research) or Director, Internal Quality Assurance Cell (IQAC) depute teachers for participating in seminars/ conferences/ workshops / symposia. The teacher educators need to submit the application to the principal at least one week in advance.
- The IQAC will verify the application and is forwarded to the President. After the approval of the President, the funds are released for the same by the Accounts section.
- In case, when the fee is paid by the teacher, on submission of original documents of attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings, the expenses incurred will be refunded.
- For organizing academic workshops/ conferences/ seminars, the proposal should be submitted to the President and IQAC. Financial aid will be released by the account section.
- After completion of the FDP/Conference/Workshop/Symposia, IQAC will organize an experience sharing session by the faculty members. The final settlement of the expenses will be done after the clearance of the IQAC.

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ANNEXURE-1
APPLICATION FORM TO AVAIL FINANCIAL ASSISTANCE IN THE FORM OF
AWARD FOR THE PUBLICATION OF RESEARCH PAPER

Faculty Details:

Name:

Designation:

Department:

Mobile No.:

E-mail ID:

Details of Research Paper published in Scopus/Web of Science/Web of Knowledge Indexed Journal: (Provide the details for all the papers separately)

Title of Research Paper:

Name of Co-author(s) with Designation & Organization:

Name of Journal:

Name Journal Publication house/University/Institute:

ISSN No.:

Impact Factor:

Volume and Page No.:

Month & Year of Publication:

Bank Details of Applicant:

Name as per Bank Records:

Name of Bank: Branch Code:

Account No:

IFSC No.:

Name & Signature of Applicant

Recommendation by Director (IQAC)

Recommendation by Dean (Research)

**Approved By
President, CPU Kota**

Encl.:

1. Full Research Paper
2. Proof of Journal for listed in Scopus/Web of Science/Web of Knowledge
3. Required Annexures

ANNEXURE-2 UNDERTAKING FROM CO-AUTHORS

We hereby declare that the research paper entitled “ ”

is a result of our combined efforts and our indebtedness to other work publications, references, if any, have been duly acknowledged. If we are found guilty of copying from any other report or published information and showing it as our original work, or extending plagiarism limit, we understand that we shall be liable and punishable by the university.

Name of Co-Author(s)	Signature

Name and Signature of Applicant

ANNEXURE-3
THE APPLICATION/PROPOSAL FOR THE APPROVAL TO AVAIL THE
REIMBURSEMENT OF FINANCIAL ASSISTANCE FOR PARTICIPATION IN
CONFERENCE/ SEMINAR/ FDP/ WORKSHOP/ REFRESHER COURSE/
ORIENTATION PROGRAM/ etc

Faculty Details:

Name:

Designation:

Department:

Mobile No.:

E-mail ID:

Event Category:

Conference Seminar

Faculty Development Program

Workshop

Refresher Course

Orientation Program

Any Other

Type of Event:

National International (with-in India)

International (Out of India)

Total No. of Days of Event: _____

Title of Event:

Name of Co-author(s) with Designation & Organization: (In case of Conference)

Date(s) of Event

Details of Event

Details of Host Institutes

Approximate Total Expenses of Participation (in INR):

Registration fees:

Traveling Allowance: (local & Out Station)

Dearness Allowance:

Accommodation expenses:

Visa Charges (if applicable):

Miscellaneous expenses:

Total Approximate Expenses

Bank Details of Applicant:

Name as per Bank Records:

Name of Bank:

Branch Code:

Account No:

IFSC No.:

Name & Signature of Applicant

Recommendation by Director (IQAC)

Recommendation by Dean (Research)

**Approved By
President, CPU Kota**

Encl:

1. Brochure of Event
2. Paper Acceptance Letter/email (if participating in Conference/Seminar) (if available)
3. Copy of Research Paper (if participating in Conference/Seminar)
4. Any other supporting documents

ANNEXURE-4

List of documents is required to attach to avail reimbursement in the form of financial assistance for participation in Conference/ Seminar/ Workshop/ FDP/ Orientation Program/ Refresher Course etc.

1. A copy of Email confirmation from IQAC regarding approval of application/proposal regarding reimbursement.
2. All original bills of traveling expenses, accommodation expenses etc.
3. Filled & signed Honorarium form for DA reimbursement
4. Payment receipt of Registration Fees of event
5. A report of 2-3 pages on the participation in the event with photographs
6. A copy of the certificate of participation.
7. A copy of a research paper presented during the conference/ seminar (It is mandatory to submit if you participated in the conference/ seminar).
8. Any other relevant documents.
9. Demonstration of learning outcomes in the form of presentation report will be done at IQAC.

ANNEXURE-5
APPLICATION FORM TO AVAIL FINANCIAL ASSISTANCE IN THE FORM OF
AWARD FOR THE PUBLICATION OF PATENT/DESIGN

Faculty Details:

Name of Applicant:

Name of Inventor(s):

Designation:

Department:

Mobile No.:

E-mail ID:

Details of Patent/Design published in National/International: (Provide the details for all the patent/design(s) separately)

Title of Patent/Design:

Name of Co-author(s) with Designation & Organization:

Name of Patent Agency:

National/International

Application No.:

Publication No.

Month & Year of Publication:

Bank Details of Applicant:

Name as per Bank Records:

Name of Bank: Branch Code:

Account No:

IFSC No.:

Name & Signature of Applicant

Recommendation by Director (IQAC)

Recommendation by Dean (Research)

**Approved By
President, CPU Kota**

Encl.:

1. Full Patent/Design
2. Proof of Patent/Design for listed in IP India/US Patent/UK Patent's Journal(s)
3. Required Annexures (if any)