

ARMY INSTITUTE OF TECHNOLOGY
STANDARD OPERATING PROCEDURE (SOP) FOR ATTENDING FDP/ STTP/
WORKSHOP/ SEMINAR/ CONFERENCE FOR FACULTY/
STAFF/ STUDENT POLICY

1. **References.**

- (a) <https://www.serbonline.in/SERB/its>
- (b) https://www.ugc.gov.in/Bureaus/bureaus_details?QGjL6zh%2BOBTasUCpyAKf2ty2fy5Fa7oUBCQrxBbT38DW0TiIDRggnuDMPQebE34
- (c) <https://www.ugc.gov.in/oldpdf/xplanpdf/travelgrant.pdf>
- (d) https://www.aicte-india.org/downloads/TA_DA%20Rules.pdf
- (e) http://www.unipune.ac.in/admin/circular/ugc_ug_guidelines_application_forms_8-7-14.pdf
- (f) <https://www.indiascienceandtechnology.gov.in/funding-opportunities/grants-for-conference-seminars/ugc-travel-grant-scheme>
- (g) <https://nitrr.ac.in/downloads/teqib/Guidelines%20on%20TADA%20norms%20for%20all%20types%20of%20TEQIP%20-%20III%20activities.pdf>

2. **Appendices.**

- (a) Appendix 'A' - Guidelines on TA/ DA norms for attending any meeting Conference/ workshop/ FDP/ STTP.
- (b) Appendix 'B' - Application for attending FDP/ STTP/ Workshop/ Seminar/ Conference for Faculty/ Staff/ Student.

INTRODUCTION

3. The Army Institute of Technology (AIT) is a renowned engineering institution nestled in Pune, India. With a steadfast vision of garnering international acclaim in research and development, the institute is resolute in its pursuit. Central to its mission is the advancement of both fundamental and applied research, fostering a culture of innovation among its faculty and students.

4. AIT's research agenda thrives on sustained partnerships with industry and academia, ensuring relevance and meaningful contributions to societal needs. This collaborative ethos, bolstered by unwavering support from management, has nurtured a vibrant research ecosystem within AIT.

AIM

5. Aims and objectives of this SOP are as under :-

- (a) To provide support to faculty/ staff/ students for participating in National/ International conferences/ seminars/ symposia/ workshops held in abroad.

- (b) National/International travel grant to teachers for attending training programs.
- (c) Support to Faculty/ Staff/ Students for visiting centers of research or to attend academic/professional conferences/ seminars/ symposia/ workshops held in India.
- (d) Academic Exchange Program between Universities within India.

PROCEDURE

6. Leave.

- (a) Those who are attending relevant FDP/ STTP/ Workshop/ Seminar/ Conference are entitled to get on-duty leave with prior approval of Director.
- (b) During this period if any holiday/ Non-working days fall then no special Compensatory off will be given to attendee.
- (c) In case attendee remains absent during this period for the event, his/ her On-Duty leave will be cancelled by Institute & availed leaves will be deducted as per AIT norms.

7. Registration Fee / TA / DA.

(a) Registration Fees.

- (i) Registration fee of maximum Rs 10,000/- (program within India) and maximum of Rs 40,000/- (program outside India) for FDP/ Workshop/ Seminar will be reimbursed per person (for faculty/ staff) in single academic year.
- (ii) The full registration fee (for faculty/ staff and students) shall be reimbursed for conferences in India and abroad with maximum amount mentioned in point no (i) while submitting the claim, original bills/ invoices to be submitted.

(b) TA/ LCA & DA.

- (i) Institute will bear TA/ LCA as admissible as per Table 1 of **Appendix 'A'**.
- (ii) For domestic or international travel, the airfare through the shortest route shall be reimbursed as per the policy of the institute (for conferences and for faculty only).
- (iii) Food and accommodation charges shall be reimbursed for conferences as per the Table 2 of **Appendix 'A'**.
- (iv) For attending international conference TA/ LCA will be given to each faculty once in three years with prior permission of chairman.
- (v) For attending national conference TA/ LCA will be given to each faculty once in a year with prior permission of Director/ Chairman.

(c) Guidelines on TA/ DA norms for attending any meeting conference/ workshop/ FDP/ STTP is given at **Appendix 'A'**.

8. **Conditions.**

(a) For research paper publication, plagiarism must be below 20% using Turnitin software. Plagiarism report must be attached.

(b) No reimbursement will be made in case any other funding agency or research grant is used for the event.

(c) After attending course, attendee needs to submit following documents for final settlement of OD :-

- (i) Xerox copy of participation certificate / relevant proof of attendance.
- (ii) Report on program attended.
- (iii) Feedback from HOD (Useful / Not Useful).
- (iv) All bills/ invoices/ tickets (Original).
- (v) Details plagiarism report clearly mentioning title of paper & name of author.
- (vi) Proof of updation of individual on AIT Web Site.

(d) Reimbursement for Scopus/ SCI/ SCIE indexed is only eligible.

(e) College will bear an expenditure of upto a maximum of Rs. 15000/- (all inclusive) for national events and upto a maximum of Rs. 60000/- (all inclusive) for international events for faculty.

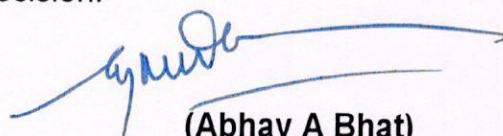
(f) College will bear an expenditure of upto a maximum of Rs. 10000/- (all inclusive) for national events and upto a maximum of Rs. 40000/- (all inclusive) for international events for student.

(g) Format of application for attending FDP/ STTP/ Workshop/ Seminar/ Conference for Faculty/ Staff/ Student is given at **Appendix 'B'**.

CONCLUSION

9. The above procedure will be strictly adhered, for attending FDP/ STTP/ Workshop/ Seminar/ Conference for faculty/ Staff/ Student. In case of any dispute, the point will be referred to the Director by the Principal/ HsoD for his decision.

Case No : AIT/0001/Gen Rule/Adm
Army Institute of Technology
Alandi Road, Pune – 411015


(Abhay A Bhat)
Brig
Director

Dated : 19 July 2024

Distribution:-

Jt Director }
Principal } - For info please.

All HOD
Dean R&D
Registrar
Placement Cell
Website I/C - For uploading the same on website.

Appendix 'A'

(Ref to Para 7 (c) of AIT SOP No
AIT/0001/Gen Rule/Adm
dt 19 Jul 24)

**GUIDELINES ON TA/DA NORMS FOR ATTENDING ANY MEETING
CONFERENCE/WORKSHOP/FDP/STTP**

1. The Guidelines on TA/DA norms are appended below for faculty and staff who will be attending any meeting/ conference/ workshop/ training etc. at the institution other than their own institution.

(a) **Travel Allowance Entitlement.**

Table-1

Pay Level (7th Pay)	Travel by Air	Travel by Train	Travel by Road
Senior Faculty (Pay level 13 and above)	Economy Class	AC-II Tier	AC/ordinary taxi, Auto / AC Bus
Faculty or equivalent Pay level	Economy Class	AC-II Tier	AC/ordinary taxi, Auto / AC Bus
Students/ Other Staff	Economy Class (for International travel only)	AC-III Tier	Ordinary Taxi / Auto Rickshaw / Any Public Bus incl. AC Bus

2. However, on non-availability of Air India Flights connecting two places or non-availability of ticket in Air India flights, Private Airlines by economy class may be allowed subject to the condition that the fare charged is not more than the Air India fare.

(a) **Daily Allowance (D.A) Entitlement.** Entitlement of D.A will be as per the Table-2 are as under :-

Table-2

Category Pay level (7th Pay)	Hotel Charges Per Day (Max.)	Food Bill Per Day (Max.)	Local Travel with the City (Max.) Per Day
Senior Faculty (Pay level 13 and above)	Rs 5000/-	Rs 800/-	Taxi charges upto 50 Kms within the city.
Faculty or equivalent Pay level	Rs 4000/-	Rs 600/-	Taxi charges upto 50 Kms within the city.
Students/other staff	Rs 3000/-	Rs 500/-	Taxi charges upto 50 Kms within the city.

3. **Reimbursement of Hotel Charges/ Local Travel Charges/ Food Charges.** Final reimbursement of Hotel charges, Local Travel charges and food charges will be as per actual bills/ invoices produced by faculty/ staff/ student.
4. **Timing restrictions.** Final claim should be settled within three months of travel.

Note:-

- (a) In case of places not connected by rail, travel by AC bus is allowed.
- (b) In case journey is performed by Taxi and more than one person from same college attends the workshop at same place, then the Taxi should be hired on sharing basis and the fare will be reimbursed proportionately to all the travelers.
- (c) In case road journey is performed by own car, copy of RC is to be submitted mandatorily.
- (d) Boarding Passes/Tickets (including Train, Bus etc.) Fare receipts of Taxi and Auto / Bill of Hotel & Food charges are to be deposited at the time of the claim.
- (e) For journeys performed in own Car/ Taxi/ Auto Rickshaw/ Scooter, reimbursement will be given as per AIT Notice No 125/2022.

Appendix 'B'

(Ref to Para 8 (e) of AIT SOP No
AIT/0001/Gen Rule/Adm
dt 19 Jul 24)

**APPLICATION FOR ATTENDING FDP/ STTP/ WORKSHOP/ SEMINAR/
CONFERENCE FOR FACULTY/ STAFF/ STUDENT**

Name of applicant	
Department	
Designation	
Type of employment	Regular/contract basis
Qualification:	
Teaching Experience:	Research Experience: Industry Experience:
Total Experience:	
Number of Research papers published in Journals	
UGC CARE:	Scopus: Web of Science:
SCI/SCIE:	Any other:
Total:	
Publication in conference proceedings	
National:	International:
Number of conferences attended	
National:	International:
Number of Patents	
Published:	Granted:
Commercialized:	Total:
Detail of event to be attended	
Name of event:	
Date & Venue:	
Organizer:	
Purpose of event:	
Expected outcome of event :	
Travel Plan	
Date & time of departure :	
Date & time of arrival :	
Mode of Travel :	

Detail of expenditure				
Total train/air fare by shortest route:				
Amount of registration fee:				
Detail of events attended in last three years				
Sr No.	Name of event	Date	organizer	Reimbursement was claimed to AIT or not (Yes/No)

1. Following documents are attached herewith –
- Brochure of event
 - Invitation of event
 - Any other relevant information in support of the application

Place :

Date:

Signature of Applicant

Recommendation of HOD

Recommended/ Not Recommended

Place :

Date:

Signature of HOD

Approval/ Recommendations of Head of Institute

Recommended/ Not Recommended

Place :

Date:

Signature of Head of Institute

Approval of Chairman

Recommended/ Not Recommended

Place :

Date

Signature of Chairman