



AMC ENGINEERING COLLEGE

18th K.M. Bannerghatta Road, Kalkere, Bengaluru - 560 083

6.3.2

Policy document and Extract of Service Rules on providing financial support to teachers

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AMC ENGINEERING COLLEGE
BENGALURU - 560 083.



AMC

ENGINEERING COLLEGE

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Research & Development Policy

Financial support to faculty for Research and Development

Preamble

Research and development is about expanding the boundaries of knowledge; it thrives on answering unasked questions. The outcome of academic research is to create knowledge which energizes the faculty in various facets of teaching learning and innovation. Further the Research helps the academe in rendering better academic delivery, improving the performance, achieving better academic results, better placements, and helps in getting better ratings in the rankings and accreditations. To encourage faculty to involve in various research activities, AMC Management and Governance team opines to nurture the habit of research among the faculty, staff, scholars and students. It also extends the financial support to the concerned through various ways and means. This policy document is guideline for the faculty members, scientists, research scholars and students (both UG & PG) who want to utilize the financial support for furthering their research work.

Scope:

Applicable to full time faculty scientists, research scholars and students of AMC Institutions (Administrative Management College and AMC Engineering College).

Objective

The objectives of Research policy are:

- To do and enhance the research
- To disseminate the culture of research among the faculty and students of the College
- Foster exchange of ideas among scholars of other Colleges of repute interested in carrying out research.
- To promote industry interaction with the College by undertaking specific research projects with various corporate organizations.

Policy Features:

National Conferences:

Provide registration fee of up to 50% with TA & DA will be refunded on submission of conference invite, acceptance of the research paper abstract by the conference organizer and an attendance proof for having attended the conference.

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International Conferences:

Within the country:

Provide registration fee of up to 50% with TA & DA will be refunded to faculty who attends International conference within the country, on submission of Conference invite, acceptance of the research paper abstract by the conference organizer and an attendance proof for having attended the conference.

Overseas:

Provide registration fee of up to 50% with TA & DA will be refunded to faculty who attends International Conference overseas. Eligibility criteria for attending International conference overseas is a faculty must be a full time faculty who has served the Institute for a minimum period of 2 years and the claim must be recommended by the Principal.

Paper publication in reputed journals

Faculties are given incentives for the publications based on the recommendations of the research committee. The Research committee normally keeps the SCI & Scopus indexed journals as the most preferred journals while recommending the research publications for incentives. At times, the technical aspects and the reputed publishers other than the Scopus index and SCI are also considered while giving recommendation for the incentives.

Patents:

Faculty members who obtain patents for their inventions during their tenure with AMC., management acknowledges the effort by reimbursing the actual expenses incurred for filing the patent and also awards incentives based on the recommendation of the R & D committee.

Consultancies:

Faculties are encouraged to take up consultancy assignments from the Industries to promote Industry Institute collaboration, providing solutions to the live problems or extending the expertise of AMC faculty in the form of consultancies. For such assignments, there will be profit sharing of 70:30% between the faculty and the College.

Membership fee of professional bodies:

50% of the membership fee and annual renewal charges limited to two faculties in a year

Workshops/Seminars/FDP/Training:

The list limiting to 5 faculty members per year from each department recommended by the HOD and approved by the Principal can claim up to 50% of the registration fee on submission of the Invite and any other supporting documents for having attended the workshop/Seminar or FDP. If the funds have not been utilised by a particular department, the same can be passed on to the other department. The workshops/Seminars & FDPs Organizing committees should be of reputed ones such as recognized by AICTE/IEEE etc.

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Affiliated to Visvesvaraya Technological University, Belagavi.
Approved by AICTE, New Delhi. Accredited by NAAC.
18th KM, Bannerghatta Road, Bangalore – 560 083.

www.amcgroup.edu.in

EMPLOYEES

ADMINISTRATIVE AND SERVICE MANUAL



ESTD: 1999

Paramahansa Foundation Trust (R)

AMC-CITY GROUP OF INSTITUTIONS

G. S. S.

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BENGALURU - 560 083.

ADMINISTRATIVE AND SERVICE MANUAL



AMC ENGINEERING COLLEGE

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16. TRAVEL EXPENSE REIMBURSEMENT & DAILY ALLOWANCE:

- 16.1** Reimbursement of travel expenses including accommodation charges & Daily allowance is granted in accordance with the rules laid down by the Governing Body from time to time.
- 16.2** Subject to limits prescribed in the schedules appended below, reimbursement of travel expenses shall include the following.
- 16.2.1** Actual cost of ticket or fare paid for the journey within the permitted mode of travel.
- 16.2.2** Accommodation charges, if any within the prescribed limit.
- 16.2.3** Daily allowance as applicable.
- 16.3** Higher class in the mode class of travel is permissible only when authorized by the Principal of the college or the Chairman of the Governing Body.
- 16.4** The Governing Body reserves the right to arrange or prescribe travel and accommodation of its choice for any class of employees while they are on authorized itinerary. When travel or accommodation is not provided, actual travel expenses/ actual room rent within the range prescribed below in the schedule is admissible, subject to production of original bills.
- 16.5** Traveling on official duty must be undertaken by the cheapest mode of conveyance and by the shortest routes,
- 16.6** Airfare will be reimbursed only against production of receipts / used passenger coupons tickets and not against the bills of travel agents.
- 16.7** When an employee is required to cancel his/her journey, the difference between the fare actually paid by him/ her including reservation charges, if any the amount refunded by the transport authority on such cancellation may be reimbursed subject to the following conditions.
- 16.7.1** Cancellation of the journey is due to exigencies of work and the Head of the Institution is authorized such cancellation.

- 16.7.2** The claim for reimbursement is restricted to the amount admissible had the journey been made by the shortest route.
- 16.7.3** The claim for reimbursement shall be in respect of the amount actually paid by the employee for the travel ticket inclusive of reservation charges, if any. Proof of payment and refund shall be enclosed to the claim.
- 16.7.4** The cancellation is to be made by the employee without any loss of time and the advantage of lower rates of cancellation is to be availed.
- 16.7.5** Once approval has been obtained by an employee from the Chairman / Governing Body / Head of the Institution for a specific travel, the cancellation of the same will not entitle him/her to adjust the same approval towards any other travel, Separate approval has to be obtained from the Head of the Institution for each travel (Authority & conditions for granting approval are provided in the schedule given below).
- 16.8** Traveling advances may be paid to employees on their request in writing and the advance shall not be more than the approximate expenses likely to be incurred for performing the journey. If the advance taken exceeds the amount claimed in the bill submitted, the balance shall be credited to the Institution, forthwith.
- 16.9** Daily allowance is admissible from the time of commencement of the journey upto the time of return to the usual place of work.
- 16.10** Daily allowance is granted while on travel to defray the cost of meals, refreshments, local conveyance, room rents, laundry charges and other incidental expenses. There fore, these expenses are not separately reimbursed.
- 16.11** When cost of meals and refreshments are included in the room rent of the hotel or included in the package (such as registration fee for a conference) or otherwise by the Institution, the entitlement to daily allowance will be restricted to 50%.
- 16.12** No daily allowance is admissible during the period when an employee goes a while an official Itinerary.
- 16.13** A claim is settled on the basis of the information available on the dates of admitting claim for reimbursement. Revision of a claim for daily allowance once admitted is not permissible. Accordingly, no arrears of daily allowance is payable where an employee is

- promoted or reverted or is otherwise granted increase in the basic pay or a change in the scale of pay with retrospective effect.
- 16.14** All TA, DA bills of staff members shall be approved by the Head of the Institution. However if any claim is not within permitted guidelines, then such claims shall be forwarded to the Chairman, Governing Body for approval.
- 16.15** Following claims for TA, DA shall be approved by the Chairman of the Governing Body only.
- 16.15.1** All Heads of the Institutions.
- 16.15.2** Foreign travel of any staff.
- 16.15.3** Participation in International / National Conferences, Seminars, Workshops etc.
- 16.16** If the staff gets reimbursement of the expenditure by any other agencies for the journey undertaken by them, fully or partly, the claim amount shall be reduced by the amount reimbursed by other agencies.
- 16.17** Travel on academic work such as Examination / Valuation or any other work of the University or Statutory Bodies where traveling expenses are reimbursed by such bodies, shall not entitle to claim reimbursement of expenditure.
- 16.18** Each travel bill shall contain a brief tour report explaining the purpose for which the tour is undertaken.
- 16.19** All TA, DA Claims shall be made in writing in the prescribed format within a maximum period of 7 days from the date of return from the journey.


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