

Policy for Financial Support towards Faculty Travel, Membership and Registration Fees

Sai Vidya Institute of Technology (SVIT) is committed to fostering a vibrant academic and research ecosystem by encouraging faculty participation in professional bodies, conferences, training programmes, and technical activities. Active engagement in platforms such as IEEE and academic forums enhances professional competence, promotes research culture, and strengthens the institution's visibility at national and international levels.

To support these initiatives, the institute provides financial assistance towards **IEEE membership fees, travel, and registration expenses**, in accordance with institutional norms.

1. TRAVEL SUPPORT

Faculty members participating in AICTE-QIP program and **approved academic and technical events** are eligible for **100% reimbursement of travel expenses for domestic travel**, except for international travel.

- Prior approval from **Head of Department and Principal** is mandatory
- Travel must be by the **shortest and most economical route**

Mode & Entitlement:

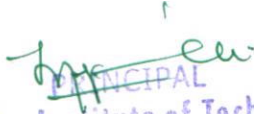
- Train: Eligible class (Sleeper / 3AC / 2AC)
- Bus: KSRTC / State Transport (Ordinary / Express / Deluxe / Airavat)
- Air: Economy class (only with approval)
- **If a higher class/mode is used, reimbursement will be restricted to KSTA entitlement**

Financial Support:

- Faculty members will be eligible for **100% reimbursement of travel expenses for domestic travel within India** for approved academic and professional activities.
- **International travel support**, if approved, shall be limited to **50% reimbursement of the economy class airfare**, and will be granted at the discretion of the institution considering the relevance of the event, academic merit, and potential benefits to the institution.

Admissible:

- Travel fare
- Reservation charges
- Local conveyance
- **Daily Allowance (DA)** for boarding, lodging, and incidental expenses will be provided based on the duration of travel and cadre. The DA shall be **₹800 per day for Assistant**


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Professors and ₹1,200 per day for Associate Professors and Professors, and may be restricted if hospitality is provided by the host institution.

Conditions:

- Only **official/approved travel** is admissible
- Submission of **tickets, bills, boarding passes** is mandatory
- Claims subject to **audit and verification**

2. REGISTRATION FEE SUPPORT

Faculty members attending the following programmes/events shall be eligible for **100% reimbursement of the registration fees**.

- Faculty Development Programmes (FDPs) organized by institutions ranked within the top 300 in the NIRF rankings.
- Workshops / Seminars
- Training Programmes sponsored by NITTT/ AICTE-QIP etc

The faculty members may claim reimbursement of **50%** of the registration fee from the institute for participation in events organized **by other professional bodies**.

Conditions:

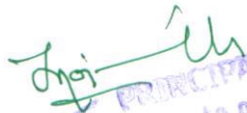
- Programme must be **relevant to specialization/domain**
- Prior approval is mandatory
- Submission of:
 - Registration receipt
 - Participation certificate
 - Event report / knowledge-sharing session

General Conditions

- Reimbursement will be processed only after **successful completion** of the activity
- Applications must be submitted within the stipulated time frame, and incomplete or non-compliant claims will be rejected.
- The institute reserves the right to **revise or limit support**.
- Registration fee reimbursement will be provided to faculty members for one programme per semester.

3. NPTEL CERTIFICATION SUPPORT

Faculty members enrolling for certification courses offered through **NPTEL (SWAYAM)** are eligible for financial support towards the certification examination fees.


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Eligibility:

- Faculty members who successfully complete the course and appear for the NPTEL certification examination.
- Faculty members may avail the benefit for up to two courses per annum, each with a minimum duration of 8 weeks, in accordance with AICTE norms, and Special Casual Leave (SCL) will be granted for the same.

Financial Support:

- The institute will reimburse **100% of the NPTEL Certification Examination Fee**, upon submission of valid documents such as **registration proof, payment receipt, and course completion certificate**

Conditions:

- The course must be relevant to the Faculty members academic programme or skill development.
- Reimbursement will be processed only after the Faculty member successfully completes the certification requirements.
- Faculty members must submit the certificate and supporting documents through the concerned department for approval.

4. IEEE MEMBERSHIP FEE REIMBURSEMENT

Category A: Full Reimbursement (100%) for IEEE Branch Counsellor and Faculty Advisors of Student Branch Chapters.

i). IEEE Branch Counselor – Roles & Responsibilities

- Must serve as IEEE Branch Counselor / IEEE Senior Member / Member, actively contributing at Sai Vidya Institute of Technology
- Shall be responsible for overall coordination and monitoring of all IEEE Student Branch Chapters, ensuring effective functioning in alignment with IEEE guidelines
- Must ensure the conduct and reporting of a minimum of four (4) Executive Committee (Execom) Meetings, involving Faculty Advisors and student office bearers
- Shall facilitate effective communication and coordination between Faculty Advisors, Student Branch Chapters, and the IEEE Section
- Must ensure that all Execom meetings and IEEE Sai Vidya Student Branch activities are duly conducted and reported through IEEE vTools
- Shall ensure timely submission of the Annual Plan and Annual Report through IEEE vTools, with the IEEE Student Branch listed as the primary host, to qualify for applicable annual rebates and recognitions

ii). Faculty Advisor(s) – Roles & Responsibilities

- Must serve as Faculty Advisor(s) / IEEE Senior Member / Member, actively contributing at Sai Vidya Institute of Technology
- Must ensure reporting of a minimum of four (4) Execom Meetings in IEEE vTools
- Must organize and report at least five (5) IEEE Activities/Events as the primary host through IEEE vTools


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- Shall establish and maintain active networking and collaboration with the respective IEEE Society Chapters at the IEEE Bangalore Section
- Must actively mentor Student Branch Chapters, ensuring quality planning, execution, and reporting of IEEE activities
- Shall ensure submission of Annual Support Grant proposals to the respective IEEE Society at Section and Global IEEE (GIEEE) levels
- Each Faculty Advisor must submit at least one funding proposal (such as Chapter Annual Support, Student Funding, or Travel Support for student office bearers) to the respective IEEE Society or funding body

Category B: Partial Reimbursement (Up to 50%)

Faculty members not covered under Category A are eligible for **up to 50% reimbursement** subject to:

- Must be **IEEE Senior Member / Member / Graduate Student Member** actively contributing at SVIT
- Must have:
 - Brought **laurels to the institution** through IEEE Section-level or global participation
 - Enhanced **institutional visibility and reputation**
- Must submit:
 - **Detailed report of contributions and achievements**
- Must have guided students to secure a **minimum \$500 grant** from IEEE initiatives.

5. GLOBAL CERTIFICATION REIMBURSEMENT

Faculty members will be eligible for **50% reimbursement of the fee for global certifications** such as those offered by organizations like Amazon Web Services, Google, ServiceNow, Snowflake Inc., Qualcomm, NXP Semiconductors, and BlackBerry QNX, among others. Faculty members may avail this benefit for **one certification per annum**. If a faculty member **leaves the institution within one year** from the date of reimbursement, the **claimed amount shall be refunded to the institute**.

This unified policy enables faculty members to actively engage in professional, academic, and research activities while ensuring compliance with institutional norms. It reflects institution commitment to fostering excellence, innovation, and global academic presence.


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Annexure – A**IEEE Membership Reimbursement Checklist***(To be attached with the Application Form)*

Sl. No.	Document Description	Submitted (✓/X)	Remarks
1	Duly filled Reimbursement Application Form		
2	IEEE Membership Payment Receipt		
3	IEEE Membership Proof (Certificate / IEEE Profile)		
4	Role Proof (Branch Counselor / Faculty Advisor)		
5	Execom Meeting Reports (Minimum 4) – Category A		
6	IEEE Activity/Event Reports (Minimum 5) – Category A		
7	Annual Plan & Annual Report Submission Proof – Branch Counselor		
8	Funding Proposal Submission Proof – Faculty Advisor		
9	Detailed Contribution Report – Category B (if applicable)		
10	Achievement Certificates / Recognition Proof		
11	IEEE Section / Global Contribution Proof		
12	Student Grant Proof (Minimum USD 500) – Category B		
13	Any other Notable Achievements Supporting Documents (Evidence)		

Declaration :

I hereby declare that all the information and documents submitted are true and valid to the best of my knowledge. I understand that any discrepancy may lead to rejection of my claim.

Signature of Applicant: _____**Name:** _____**Department:** _____**Date:** _____

[Handwritten Signature]
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Name and signature of HOD

Annexure – B

Travel Reimbursement Checklist (As per KSTA Rules)

(To be attached with the Application Form)

Sl. No.	Document Description	Submitted (✓/X)	Remarks
1	Duly filled Reimbursement Application Form		
2	Prior Approval Letter (HOD & Principal)		
3	Travel Tickets (Train/Bus/Air)		
4	Boarding Passes (for Air Travel, if applicable)		
5	Travel Itinerary / Proof of Journey		
6	Local Conveyance Bills (if applicable)		
7	Proof of Participation (Invitation / Certificate)		
8	Event Brochure / Schedule		
9	Bills/Receipts for DA Claims (if applicable, as per KSTA norms)		
10	Supporting Documents (Any additional relevant proof)		

Declaration:

I hereby declare that all the information and documents submitted are true and valid to the best of my knowledge. I understand that any discrepancy may lead to rejection of my claim.

Signature of Applicant: _____

Name: _____

Department: _____

Date: _____

Name and signature of HOD


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Annexure – C

Registration Fee Reimbursement Checklist

(To be attached with the Application Form)

Sl. No.	Document Description	Submitted (✓/X)	Remarks
1	Duly filled Reimbursement Application Form		
2	Prior Approval Letter (HOD & Principal)		
3	Registration Fee Payment Receipt		
4	Proof of Registration (Confirmation Email / Receipt)		
5	Participation Certificate		
6	Event Brochure / Programme Schedule		
7	Event Report / Knowledge Sharing Report		
8	Supporting Documents (Photos, Publications, etc.)		

Declaration:

I hereby declare that all the information and documents submitted are true and valid to the best of my knowledge. I understand that any discrepancy may lead to rejection of my claim.

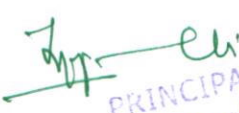
Signature of Applicant: _____

Name: _____

Department: _____

Date: _____

Name and signature of HOD


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