



CAREER DEVELOPMENT ALLOWANCE AND RESEARCH RECOGNITION POLICY

Policy Name:	Career Development Allowance Policy																							
Date of Policy	December 2024																							
Objectives:	<p>RV Institute of Management aspires to become a leading research-driven institute, where teaching is led by research, and the faculty critically analyse the research problems.</p> <ul style="list-style-type: none">RVIM encourages faculty members to disseminate outcomes of their research as widely as possible, by publishing in reputed journals, as book chapters, books, etc.This policy supports expenses incurred by faculty members towards participation in national/international conferences/workshops/FDP/MDP/seminars organised by institutions of repute (NIT/IIT/IIM/IISc etc.)																							
Scope and definition:	<ul style="list-style-type: none">This policy includes conferences, seminars, workshops, symposiums, FDPs, and MDPs.																							
Eligibility:	<ul style="list-style-type: none">All full-time faculty members at positions of Professor, Associate Professor, and Assistant Professor, are eligible to avail benefits under this policy.To become eligible for benefits under this policy, the faculty member should have spent at least SIX months with the institute. However, under exceptional circumstances, the Director may waive off this requirement. <table><tr><th>S.No</th><th>Type of event</th><th>Funding cap for confirmed faculty</th><th>Funding cap for the employee on probationary (75%)</th><th>Funding cap for the employee on contract (50%)</th></tr><tr><td>1</td><td>International Conferences(Outside India)</td><td>₹ 100000</td><td>₹ 75000</td><td>₹ 50000</td></tr><tr><td>2</td><td>International Conferences (India)</td><td>₹ 50000</td><td>₹ 37500</td><td>₹ 25000</td></tr><tr><td>3</td><td>FDPs/MDPS/Seminars/Works hops</td><td>₹ 50000</td><td>₹ 37500</td><td>₹ 25000</td></tr></table> <p>1. For Faculty in Contractual and Probation period</p> <ul style="list-style-type: none">If the faculty member leaves RVIM within 6 months of availing CDA, she / he / they must pay back 75% of the amount availed in the financial yearIf the faculty member leaves between 6 to 12 months of availing CDA, she/he/ they must pay back 50% of the amount availed during the period of employment.				S.No	Type of event	Funding cap for confirmed faculty	Funding cap for the employee on probationary (75%)	Funding cap for the employee on contract (50%)	1	International Conferences(Outside India)	₹ 100000	₹ 75000	₹ 50000	2	International Conferences (India)	₹ 50000	₹ 37500	₹ 25000	3	FDPs/MDPS/Seminars/Works hops	₹ 50000	₹ 37500	₹ 25000
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	<p>2. For Permanent Faculty</p> <ul style="list-style-type: none"> If the faculty member resigns and leaves the University without completing the notice period, she / he / they must pay back 50% of the CDA amount availed during that particular academic year.
Rules:	<ul style="list-style-type: none"> CDA is for a given financial year and it cannot be carried forward. A faculty member can claim funding for a maximum of 1 national and 1 international conference limited to his / her / their entitlement in a financial year During a semester, a faculty member can be away for attending a conference, for no greater than SIX working days. Where a faculty member receives full financial support from other institution / conference organiser, the faculty member shall not be eligible for any financial support from the institute but will be eligible for conference leave. Where a faculty member is partially supported by another institution / organiser, the staff member may apply for only partial financial support. Career development allowance expenses claim form along with receipts must be submitted to the accounts department following the conference for the expenditure incurred in connection with the conference for settlement of claims. A faculty member must present/publish a paper in the conference. A letter of acceptance is must if he/she wants to avail CDA. Where a staff member fails to submit a report and the bills of expenses incurred towards the conference or workshop within fifteen days of returning from the conference / workshop,, any funds claimed by the faculty member shall be deducted from the staff member's next month's salary. They should submit a copy of reference material that he/she received from the organisers to the library and conduct a knowledge café session.
How to apply for conference leave and financial support:	<p>Staff members seeking to apply for financial support and conference leave shall submit the application and follow the procedure outlined below. The following information must be mentioned in the application .</p> <ol style="list-style-type: none"> Name of the conference organizer Place and venue of the conference Title of the paper and conference paper acceptance letter Travel itinerary Verbal request for participation in conferences shall not be accepted as formal requests. The head of the department/account section shall keep records of all the Career Development Allowance funds sanctioned to the faculty members of the department during the financial year, and ensure that the eligibility and financial support criteria as mentioned in the policy are adhered to.
Process to be followed for approval	<p>A faculty member who wishes to avail CDA funding must submit the application form with complete details and all supporting documents to the Director.</p> <p>The Director, after scrutiny, can decide to take the proposal forward, if it meets the institute standards, with remarks, and forward the application to the RV Trust for approval</p> <p>After the trust approval, the file shall be routed through the following departments for scrutiny and remarks.</p>



	<ul style="list-style-type: none">• RVIM HR: To check the eligibility of the employee w.r.t. their employment and any other remarks• RVIM Accounts: To indicate the CDA funding availed by the faculty member in the current financial year and to check the eligibility of travel expenses indicated and their entitlement as per the policy.• Finally, the decision will be conveyed to the applicant i.e. concerned faculty.
Cancellation of events:	In case of failure by the faculty member to attend a conference after funding has been sanctioned by the institute, the amount will be borne by the concerned faculty member.

Policy for Research Recognition Award (w.e.f. 01.01.2025)

Objective

To recognize and reward faculty members who demonstrate exceptional achievements in research, thereby fostering a culture of academic excellence and innovation.

Evaluation Criteria

The award will be based on the cumulative performance of the faculty in the following areas, with respective weightages:

1. Research Publications (30%)

- Publications in **Scopus, Web of Science, or ABDC journals.**
- Additional Weightage will be given to publications in top-rated journals.
- Co-authorship contributions will also be considered.

2. Research Grants/Funding (30%)

- Securing research grants from recognized funding agencies such as DST, ICSSR, UGC, etc.
- Weightage will vary based on the size of the grant
- Each Research project can be shown only once during the year of completion.
- Quantum of funding will be considered for the particular calendar year

3. Conference Presentations (20%)

- Number of Presentations at international conferences organized by institutions of repute (NIT/IIT/IIM/IISc etc.)



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Autonomous
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University

Approved by AICTE,
New Delhi, Accredited
by NAAC with 'A+' Grade

QS I-Gauge Diamond Rated

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4. Student Research Publications (10%)

- Successful mentoring of students leading to research publications in reputed journals (Scopus/WoS/ABDC) or conferences in reputed institutes.

5. Patents/Copyrights (10%)

- Number of Patents/Copyrights filed/granted/commercialised.

Award Benefits

- A **certificate of recognition** and a **monetary award of ₹ 25000** will be provided **once every calendar year**.
- Relative evaluation of performance, considering the highest being 100% will be followed for each of the above
- The decision of the Centre for R&C and HoI will be final