



CAREER DEVELOPMENT ALLOWANCE POLICY

Policy Name:	Career Development Allowance Policy																							
Date of Policy	w.e.f. 01.02.2025																							
Objectives:	RV Institute of Management aspires to become a leading research-driven institute, where teaching is led by research, and the faculty undertake meaningful and relevant research. - To build required capability in the faculty to emerge as a better teacher/researcher/consultant. - RVIM encourages faculty members to disseminate outcomes of their research as widely as possible, by publishing in reputed journals, as book chapters, books, etc., and also discussing the same in appropriate platform including conferences/seminars/colloquium. - This policy supports expenses incurred by faculty members towards participation in national and international conferences organised by institutions of repute (NIT/IIT/IIM/IISc, etc.)																							
Scope and definition:	Conference, for the purposes of this policy means conferences, seminars, workshops, symposiums (in which the applicant shall present a research paper), relevant training programmes and visiting scholar programmes.																							
Eligibility and maximum limit of CDA funding allowed in a financial year as per employment type	- 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 of continuous employment with the institute. Calculated from the date of application. However, under exceptional circumstances, the Management / Director may waive off this requirement. - A regular faculty member of RVIM can avail funding for 1(One) international and 1 (one) national conference per financial year. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S. No.</th><th>Type of event</th><th>Funding cap for confirmed faculty</th><th>Funding cap for employee on probationary (75%)</th><th>Funding cap for the employee on contract (50%)</th></tr> </thead> <tbody> <tr> <td>1</td><td>High impact International Conferences(Outside India)</td><td>₹ 1,00,000</td><td>₹ 75,000</td><td>₹ 50,000</td></tr> <tr> <td>2</td><td>High impact National/International Conferences (Within India)</td><td>₹ 50,000</td><td>₹ 37,500</td><td>₹ 25,000</td></tr> <tr> <td>3</td><td>FDPs/MDPS/Seminars/Workshops in India and abroad</td><td>₹ 50,000</td><td>₹ 37,500</td><td>₹ 25,000</td></tr> </tbody> </table>				S. No.	Type of event	Funding cap for confirmed faculty	Funding cap for employee on probationary (75%)	Funding cap for the employee on contract (50%)	1	High impact International Conferences(Outside India)	₹ 1,00,000	₹ 75,000	₹ 50,000	2	High impact National/International Conferences (Within India)	₹ 50,000	₹ 37,500	₹ 25,000	3	FDPs/MDPS/Seminars/Workshops in India and abroad	₹ 50,000	₹ 37,500	₹ 25,000
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How to apply for financial support and conference leave:	Faculty 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 and follow the process. 1. Name of the conference organizer. 2. Place and venue of the conference. 3. Title of the paper. 4. Travel itinerary. 5. Acceptance letter from the conference Organisers. Verbal request for participation in conferences shall not be accepted as formal requests. 6. The head of the department/account section/head of the centre shall keep records of all the Career Development Allowance funds sanctioned to the faculty members of the department/centre 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	• A faculty member who wishes to avail CDA funding must submit the application form with complete details and all supporting documents to the Director. The Director, after scrutiny, forward the application to • 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 particular calendar year and to check the eligibility of travel expenses indicated and their entitlement as per the policy. • If the application meets the institute standards, the Director shall forward the file to the Management for approval. • The decision will be conveyed to the applicant. • The decision of the Management shall be final and binding.
Cancellation of Conference /failure to attend the events:	In case of failure by the faculty member to attend a conference / cancellation of a conference after funding has been disbursed by the institute. The disbursed amount shall be refunded by the concerned faculty and an explanation for non - attendance shall be furnished.

28/01/25

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