RV Institute of Management®
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Affiliated to Bengaluru Central University

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

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CAREER DEVELOPMENT ALLOWANCE POLICY

Policy Name:	Career Development Allowance Policy
Date of Policy	w.e.f. 01.04.2026
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 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 conferences/workshops/FDP/MDP/seminars 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:	• 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. • A regular faculty member of RVIM can avail funding for **participating in international conferences, national conferences, workshops, FDPs, MDPs and seminars etc.. and publication per financial year subject to the prescribed ceiling amount as mentioned hereunder;**

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	High impact International Conferences(Outside India)	₹ 100000	₹ 75000	₹ 50000
2	High impact National/International Conferences (Within India)	₹ 50000	₹ 37500	₹ 25000
3	FDPs/MDPS/Seminars/Workshops in India and abroad	₹ 50000	₹ 37500	₹ 25000
4	Publication of research papers in Scopus/WoS/ABDC	₹ 30000	₹ 22500	₹ 15000

RV INSTITUTE OF MANAGEMENT Bangalore

	1. For staff in Contractual and Probation period • If the faculty member leaves RVIM within 6 months of availing CDA, she / he / they must pay back 75% of the amount availed during the financial year • If 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 financial year 2. For Permanent Faculty • If the faculty member resigns and leaves the institution without serving the notice period, she / he / they must pay back 50% of the CDA amount availed during that particular financial year. • However if the Management at its discretion waive-off the notice period, then this will not be applicable.
Rules:	• CDA is for a given financial year and it cannot be carried forward. • 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 OOD. • Where a faculty member is partially supported by another institution/organiser, the faculty member may apply for the remaining portion of 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 renowned conference. A letter of acceptance is must if he/she wants to avail CDA. • They should submit a copy of the reference material/certificate that he/she received from the organisers to the library. • *Reimbursement of expenses shall be provided only after submission of original bills and supporting documents, subject to approval as per institutional norms.* • *No advance payment shall be made under any circumstances.* • *OOD may be availed only for the actual event days, along with a maximum of one or two days before and after the event, strictly to facilitate travel, wherever justified and approved.* • *Reimbursement of publication fees or Article Processing Charges (APC) shall be considered only after verification of the authenticity and credibility of the journal, including indexing status and compliance with institutional research guidelines.* • *The Career Development Allowance (CDA) shall cover only travel (air fare/train fare), accommodation, and registration fees related to approved academic and professional development activities. No other expenses shall be admissible for reimbursement.*
How to apply for conference leave and	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

financial support:	3. Title of the paper and conference paper acceptance letter 4. Travel itinerary 5. Verbal request for participation in conferences shall not be accepted as formal requests. 6. The account section and 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. 7. It will be processed only after the clearance from the management and accounts department
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, can decide to take the proposal forward, if it meets the institute standards, with remarks, and forward the application to the management for approval The application shall be routed through the following departments for scrutiny and remarks. • **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. • **RVIM centre for Research and Consultancy:** To verify the credibility of the conference, approval note by organiser, eligibility and other deliverables • If the application meets the institute standards, the HoI shall forward the file to the management for approval • The decision of the management will be conveyed to the applicant • The decision of the management shall be final and binding
Cancellation of events/failure to attend the event	In case of cancellation of an event and failure by the faculty member to attend a conference after funding has been sanctioned by the institute, the amount that is being spent will be borne by the concerned faculty member.

Note: Travel, boarding, lodging and other expenses will be as per the travel policy of the Trust

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