



Academy of  
Engineering

## FACULTY WELFARE SCHEME

Prepared by : Dean, Faculty & Staff  
Affairs

Approved By: Director / Executive Director

Date of Issue: 04 Sep 17

Sl. No.	Description	Eligibility/Requirement	Support from Institute
1	Professional Society membership	<ol style="list-style-type: none"><li>1. Faculty should have completed 2 years of continuous service at MITAOE.</li><li>2. Faculty should have membership of at least two professional societies to avail the benefit of this scheme.</li><li>3. The professional body should be of high repute and of international status.</li><li>4. The choice of the professional body by the faculty for sponsorship of registration fees will be on the recommendation of DRC.</li><li>5. Faculties can avail the membership of more than two professional societies, however, institute will support for only two memberships.</li></ol>	<ol style="list-style-type: none"><li>1. 50% of registration fees for two memberships will be paid by the institute.</li><li>2. For life membership of any one professional body, 100% of the registration fees will be given by the institute.</li></ol>
2	Attending Seminar/ Workshop/ Conference		
	a. National	<ol style="list-style-type: none"><li>1. Faculty should have completed 1 year of continuous service at MITAOE.</li></ol>	<ol style="list-style-type: none"><li>1. Full Faculty Development Leave will be sanctioned by the institute to attend</li></ol>

		<p>2. Event should be recommended by DRC based on:</p> <ul style="list-style-type: none"> <li>(i) Reputation of organizing franchise</li> <li>(ii) Relevance to the faculty in terms of thrust / domain area.</li> <li>(iii) Outcome accrued to the faculty on attending the event</li> </ul> <p>3. Faculty would be required to submit a report on the event to the Department within one week.</p> <p>4. Faculty should present the topic to the relevant audience as would be decided by the HoD.</p> <p>5. Faculty can avail this benefit for only <b>one event per year.</b></p>	<p>the event.</p> <p>2. 100% financial support will be extended to the faculty by the institute for registration fees, travel expenses and accommodation.</p>
	<p>b. International</p>	<p>1. Faculty should have completed <b>3 years</b> of continuous service at MITAOE.</p> <p>2. Event should be recommended by DRC and RRC based on:</p> <ul style="list-style-type: none"> <li>(i) Reputation of the organizing franchise</li> <li>(ii) Relevance to the faculty in terms of thrust / domain area.</li> <li>(iii) Outcome accrued to the faculty on attending the event</li> </ul> <p>3. Faculty would be required to submit a report on the event to the Department as per format within one week.</p> <p>4. Faculty should present the topic to the relevant audience as would be decided by the Director.</p> <p>5. Faculty can avail this benefit only</p>	<p>1. Full Faculty Development Leave will be sanctioned by the institute to attend the event.</p> <p>2. 100% financial support will be given for registration fees, travelling and accommodation expenses.</p>

		<b>once in 3 years.</b>	
3	Attending Summer/ Winter training		
a. National	<ol style="list-style-type: none"> <li>1. Faculty should have completed <b>2 years</b> of continuous service at MITAOE.</li> <li>2. Proposed training should be recommended by DRC based on: <ol style="list-style-type: none"> <li>(i) Reputation of organizing franchise</li> <li>(ii) Relevance to the faculty in terms of thrust / domain area.</li> <li>(iii) Outcome accrued to the faculty on attending the course of training.</li> </ol> </li> <li>3. Faculty would be required to submit a report on the training to the Department as per format, within one week.</li> <li>4. Faculty should present the topic to the relevant audience as would be decided by the HoD.</li> <li>5. Faculty can avail this benefit only <b>once in a year.</b></li> </ol>	<ol style="list-style-type: none"> <li>1. 100% of the registration fees per training will be paid by the institute.</li> <li>2. In case of free training cost, the institute will pay for the TA/DA.</li> <li>3. The faculty would have taken sanctioned leave for the duration of the training.</li> </ol>	
b. International	<ol style="list-style-type: none"> <li>1. Faculty should have completed <b>5 years</b> of continuous service at MITAOE.</li> <li>2. Proposed training should be recommended by DRC and RRC based on: <ol style="list-style-type: none"> <li>(i) Reputation of organizing franchise</li> <li>(ii) Relevance to the faculty in terms of thrust / domain area.</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. 100% of the registration fees per training will be paid by the institute.</li> <li>2. In case of free training cost, the institute will pay for the TA/DA.</li> <li>3. The faculty would have taken sanctioned leave for the duration of the training.</li> <li>4. In case the training</li> </ol>	

		<p>(iii) Outcome accrued to the faculty on attending the course of training.</p> <p>3. Faculty would be required to submit a report on the training to the Department as per format within one week.</p> <p>4. Faculty should present the topic to the relevant audience as would be decided by the Director.</p> <p>5. Faculty can avail this benefit only <b>once in three years.</b></p>	<p>duration is beyond 30 working days, the faculty is required to give an undertaking to the institute for serving at least 1 year from the date of completion of the training or refund the training expenditure in toto.</p>
<p><b>Note: Faculty can avail either of the facilities listed in 2(b) or 3(b) in a single calendar year.</b></p>			
4.	Seed amount	<p>Faculties are encouraged to undertake collaborative projects with various universities / institutions and industries, both nationally and internationally. Formulation of such project proposals requires preliminary research work, whose facilities might not be existing at the institute.</p> <p>The seed amount enables the faculty for an early start to research work until sponsored projects from outside agencies are secured.</p>	
		<p>1. Faculty should have completed 1 year of continuous service at MITAOE.</p> <p>2. Faculty should present the complete research proposal before the DRC and RRC for approval of the seed amount.</p> <p>3. On successful completion of the project, the faculty should submit a report as per format within one week to the Director through HoD.</p>	<p>1. A seed grant up to Rs. 2,00,000/- will be provided to a faculty to meet the initial setup cost of research problem.</p>

		<p>4. Faculty should also present the entire work in the department.</p> <p>5. Faculty can avail this benefit for any number of times, but only after completion of the running project.</p>	
5	Sabbaticals	<p>This policy is designed to give faculty/ staff the opportunity to have a break from their assignment for a pre- determined time period to develop their careers. Sabbatical leave provides a facility where an individual can undergo specialist training/further education or for enhancement of skill/knowledge. Each sabbatical will be for a period of up to 6 months only. In exceptional cases one time sabbatical may be allowed for 1 year subject to approval of the Management. A sabbatical will not result in a break in existing contract and its terms &amp; conditions. However, provisions dependent upon length of service i.e. annual leave, sick leave, and maternity leave will be deemed to be suspended during the period of the sabbatical.</p>	
		<p>1. Applicant should have completed <b>5 years</b> of continuous service at MITAOE.</p> <p>2. Applicant should apply on valid grounds through proper channel at least 3 months prior from the planned date indicating the date of commencement and date of return.</p> <p>3. Applicant may undertake a maximum of 2 sabbaticals in his tenure with the institute with a gap of at least one year in each sabbatical leave.</p> <p>4. Eligible leave will not be adjusted against Sabbatical leave.</p> <p>5. Applicant may be permitted to take up paid assignment during the sabbatical.</p>	<p>1. Applicant may be entitled to unpaid sabbatical leave where the leave has been identified as having specific benefits to the organization.</p> <p>2. Sabbatical leave will be unpaid leave.</p> <p>3. No allowance/ reimbursements will be paid during sabbatical leave.</p>

		<ol style="list-style-type: none"> <li>6. Applicant will have to complete performance appraisal prior to the commencement of sabbatical leave</li> <li>7. Applicant is required to submit undertaking to remain engaged with institute for at least 3 years following the sabbatical leave.</li> <li>8. In case the applicant decides not to return to work, he/she should inform the Institute at least 4 weeks before the return date. In such a case the applicant would be required to return back to work and serve for one month of notice period or pay one month of last drawn salary to the institute and complete the necessary exit formalities.</li> <li>9. The individual is entitled to return to their original designation but may be assigned to another task within the institute or MIT group.</li> </ol>	
6.	Study leave for PhD / Post doc	<ol style="list-style-type: none"> <li>1. Faculty who has completed <b>5 years</b> of service at MITAOE is eligible for this benefit.</li> <li>2. Applicant should have cleared PhD / Post doc admission process on his / her own, in Engineering / Science / Humanities only at any of the following institutes: IITs, NITs, IISc and Institutes of national and International repute.</li> <li>3. The applicant would be required to deposit his / her degree</li> </ol>	<ol style="list-style-type: none"> <li>1. Applicant will be entitled for study leave upto a maximum of 3 years from the date of joining PhD and 1 year for Postdoc program.</li> <li>2. Applicants would be entitled to 50 % of pay during the said period.</li> <li>3. No allowance/ reimbursements will be applicable during study</li> </ol>

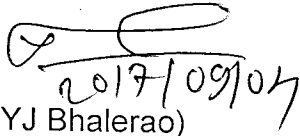
		certificates in original to MITAOE as well as sign apriori bondage of serving MITAOE at least for 4 years after successful completion of PhD mentioned in (2).	leave.
7.	Publications in SCI/SCIE indexed journals.	<ol style="list-style-type: none"> <li>1. Faculty who publishes in SCI / SCIE indexed journals would be entitled for remuneration for each published paper.</li> <li>2. If there is more than one author, the remuneration would be proportionately divided amongst all authors.</li> <li>3. If the co-authors are from different Institute, the remuneration applicable to the author from MITAOE will be proportionately due. However, no incentives would be applicable for co-authors of other institute.</li> <li>4. The authors would be required to submit a hard-copy indicating the ISSN/ISBN number of the journal to the RRC for the final approval of claim.</li> <li>5. There would be no bounds in terms of impact factor of the journal.</li> </ol>	<ol style="list-style-type: none"> <li>1. The Institute would award an incentive of Rs.3500 for each SCI / SCIE indexed published paper.</li> <li>2. If there are co-authors, then the sum of Rs.3500 would be divided in the ratio of 6:4 in case of two authors and 5:3:2 amongst the first three authors only in case of more than two authors.</li> <li>3. If the paper contains authors affiliated to other Institutes, then the author affiliated to MITAOE will be eligible for the incentive</li> </ol>
8.	Faculty Exchange	<ol style="list-style-type: none"> <li>1. The institute actively supports a program of faculty exchanges between domestic and foreign universities.</li> <li>2. Appointments of faculty being</li> </ol>	<ol style="list-style-type: none"> <li>1. To equalize appropriately differences in salary and cost of living between both institutions, it may sometimes be necessary to provide a small supplement</li> </ol>

		<p>exchanged must be approved by both institutes concerned.</p> <p>3. Each institution involved in the exchange shall continue to pay the salary and fringe benefits of its own faculty member, who will simply be considered on assignment elsewhere.</p> <p>4. Faculty exchanges shall normally be at the same or equivalent rank, with clear advantages in the exchange to both institutions.</p> <p>5. Faculty members shall retain academic rank during the period of the exchange and may be designated as "Visiting Professor, Associate Professor," and such, at the host institution.</p> <p>6. Work assignments will be determined by the host institution and agreed to by both parties in advance of the exchange.</p> <p>7. Faculty who has completed <b>5 years of service</b> at MITAOE is eligible for this benefit.</p> <p>8. Institute head, HoD and RRC will select faculty as per the requirement.</p> <p>9. The faculty should follow all rules and regulations set up by MITAOE and the University/ institute/ department with which faculty exchange is happening.</p> <p>10. After successful completion of the program, the faculty should give</p>	<p>in the form of travel funds or other assistance. Both institutes will decide it with mutual consent and/or will follow specific guidelines of the other institute.</p>
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		<p>presentation on the topics learnt in to the institute head, HoD and RRC.</p> <p>11. The report in prescribed format should be submitted within one month to director office through HoD. The format will be made available by RRC.</p> <p>12. Faculty can avail this benefit only once in 3 years.</p>	
9.	Sponsored Projects	<p>1. Faculty bringing in funded projects, funded by DST, AICTE, UGC, any Government organization or private industry would be eligible for additional increment in pay.</p> <p>2. The faculty should be the Principal Investigator of the project.</p> <p>3. The major work center should be the concerned lab of MITAOE.</p>	<p>1. Faculty will be eligible for 1% of the sponsored project amount received as remuneration.</p>
10.	Award of PhD degree	<p>1. Any faculty presently on the strength of MITAOE, will be eligible of increment on award of Doctor of Philosophy degree.</p> <p>2. The PhD degree obtained should be in Engineering for engineering faculty or in Applied Sciences for science faculty.</p> <p>3. The increment would be due from the month of award of Provisional degree certificate and not from the date of defense.</p>	<p>Faculty completing the degree of PhD will be eligible for three increments from the month of issue of Provisional Degree Certificate.</p>
11.	National and International	<p>1. Faculty receiving awards at National or International level due</p>	<p>Faculty receiving awards at International / national level</p>

	Awards	<p>to his / her contribution while serving at MITAOE will be eligible for cash awards.</p> <p>2. The award should be of repute such as Young Scientist Award, Best Teacher award at national level, Fellowship etc.</p> <p>3. The approval for the cash incentive will be based on recommendation by the RRC.</p>	<p>will be entitled for a cash award upto a maximum of Rs. 10000 based on the recommendation of RRC.</p>
12.	Award of Patents	<p>1. Faculty would be encouraged to file patent.</p> <p>2. Faculty filing patents would receive incentives in terms of cash awards at various stages of the process.</p>	<p>1. Faculty filing patent will receive an amount of 20% of the cost incurred after the patent gets published.</p> <p>2. Faculty filing patent will receive an amount of 80% of the cost incurred after the patent is awarded.</p>

  
(Dr. YJ Bhalerao)

Director

  
(Dr. D Adulkar)