Format No.: RND/DI/06 Rev. No. : 01 Rev. Date : 01/07/2025

MIT | Academy of Engineering (An Autonomous Institute Affiliated to Savitribai Phule Pune University)	R & D Incentive Scheme Conference registration fees Faculty Papers			
	ACADEMIC YEAR	2025-26	DATE	01/07/2025
Validity: Academic Year 2025-26				

Applicability:

This policy is applicable only for the technical papers presented in International/National conferences by a faculty member/ members. It is NOT applicable to student papers.

Reimbursement of Conference registration fees:

1. Faculty/staff shall identify Scopus/Web of Science (SCI/SCIE/ESCI) indexed conferences.
2. School R&D Coordinators shall mail the updated list of the previous 5 years MITAOE Journal/Conference/Book chapters publications categorized into Research forefront areas/domains to all the faculties. This will help faculties to cite MITAOE publications relevant to their research work.
3. In case of faculty members doing collaborative work with faculty members/ employees of other Research Centre/Institutes/Industries will have to first inform the School Dean/HoD and Dept. R&D coordinator about the same. The DRC of the Manuscript should be conducted at school. The registration fees will be borne equally amongst the collaborating Institutes.
4. Getting the manuscript through DRC and RRC before submission to the Conference.
5. The assessment sheet for reimbursement of registration fees shall be self-evaluated by the authors, which will be further verified by the School R&D Coordinator.
6. The conference publications (Proceeding/ Book Chapter/ Journals) should be indexed by Scopus/Web of Science at the time of paper acceptance. (SCI/SCIE/ESCI).

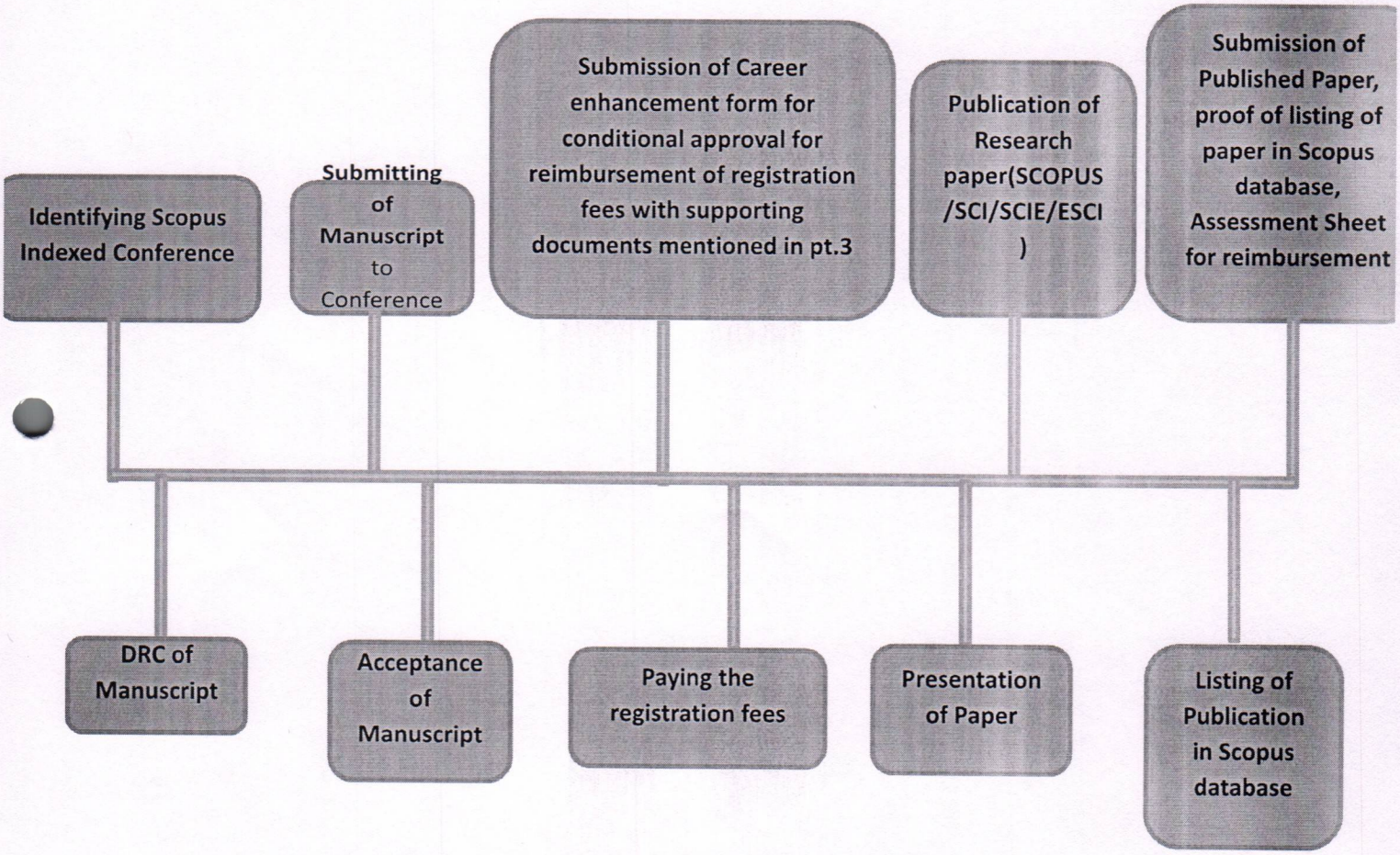


7. For the academic year 2023-24, the maximum amount decided by the Institute for reimbursement of international conference registration fees is Rs 5000 and for National Conference registration fees is Rs 3000.
8. If the Conference fee is less than the Maximum funding amount for Conference registration fees decided by the Institute for the current academic year, then the actual registration fees reimbursement for the faculty will be the least among the actual registration fees paid and the maximum reimbursement amount.
9. For all types of Publications 'MIT Academy of Engineering' affiliation is mandatory.
10. The guidelines for attending/presenting research work in conferences organized outside India are mentioned in the R&D manual.
11. After acceptance of the manuscript, the faculty member shall fill the Career Enhancement form for **conditional approval**, enclosed with the following supporting documents:
    i. Copy of accepted paper
    ii. DRC report
    iii. Acceptance of Manuscript
    iv. Conference details
    v. Registration fee details
    vi. Snapshot of the Conference home page showing Scopus indexed.
    vii. Assessment sheet as per rubrics for conference fee reimbursement.
12. After the publication of the paper, faculty shall apply for reimbursement by submitting a Published paper, Proof of listing of paper in the Scopus database, Registration fees receipt, and Assessment sheet.
13. The maximum reimbursement amount:

    Maximum Reimbursement amount = Points Scored X Maximum funding amount for Conference registration fees decided by the Institute for the current academic year.



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1. **Calculation of reimbursement amount of National/International conference registration fees.**

The maximum points that can be scored are 12. The points converted to 0- 1 scale is as follows:

Actual marks scored	0-1 scale	Actual marks scored	0-1 scale
0	0	7	0.583
1	0.083	8	0.666
2	0.167	9	0.75
3	0.25	10	0.833
4	0.33	11	0.916
5	0.416	12	1

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Possibility1:

The conference registration fees are more than the maximum amount decided by the Institute to be refunded:

Reimbursement amount = Maximum amount decided by Institute x Points scored (0-1 scale)

e.g: For academic year 2023-24, the maximum amount decided by the Institute to reimburse registration fees for international conferences is Rs 5000 and the National Conference is Rs 3000.

If the score of the manuscript to be submitted is 0.833 (0-1 scale), then

Amount reimbursed for international conference = 5000 x 0.833= Rs 4165.

Possibility 2:

The conference registration fees are less than the Maximum amount decided by the Institute to be refunded:

Reimbursement amount = Maximum amount decided by Institute x Points scored (0-1 scale)

If the score of the manuscript to be submitted is 0.833 (0-1 scale), then for international conference Maximum eligible reimbursement amount = 5000 x 0.833= Rs 4165.

If the conference registration fee is Rs 4000, then the conference registration fee reimbursement for the faculty will be the least among the actual registration fees paid and the maximum reimbursement amount.

Prepared by	Verified by	Approved by
P.S. Kalos		
Institute R&D Coordinator	Deputy Director (A&R)	Director

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