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MIT | Academy of Engineering (An Autonomous Institute Affiliated to Savitribai Phule Pune University)	**R & D Incentive Scheme Conference registration fees Student Papers**			
	ACADEMIC YEAR	2025-26	**DATE**	01/07/2025
	Valid from: 01st July 2025 to 30th June 2026			

Applicability:

This policy is applicable only for the technical papers presented in International/National conferences by a student/group of students under the guidance of a faculty mentor.

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. Getting the manuscript through DRC and RRC before submission to Conference
4. 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.
5. For the academic year 2022-23, 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.
6. 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.

MIT ACADEMY OF ENGINEERING Alandi(D.) Pune- 412105

7. 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 fee reimbursement for the faculty will be the least among the actual registration fees paid and the maximum reimbursement amount.
8. For all types of Publications 'MIT Academy of Engineering' affiliation is mandatory.
9. The guidelines for attending/presenting research work in conferences organized outside India are mentioned in the R&D manual.
10. The following process has to be followed by the faculty guide for reimbursement of the conference registration fees:

    1. The conference publications (Proceeding/ Book Chapter/ Journals) should be indexed by Scopus/Web of Science at the time of paper acceptance. (SCI/SCIE/ESCI).
    2. The conference shall be supported by a professional society
    3. DRC and RRC should be completed before submitting the manuscript.
    4. After acceptance of the manuscript, the faculty guide/advisor should fill the career advancement for approval 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 proceedings/book chapter.
        vii. Assessment sheet as per rubrics for conference fee reimbursement.

14. After the presentation of the paper, the faculty guide/advisor shall apply for reimbursement by submitting the presentation certificate, Registration fee receipt, and Assessment sheet.

MIT ACADEMY OF ENGINEERING Alandi(D.), Pune- 412105

15. After the publication of the conference proceedings/book chapter, the faculty guide/advisor must submit the proof of publication and indexing proof to the school R&D coordinator and close the process.
16. In case of disbursal of the conference charges, after the presentation and non-publication in Scopus/Web of Science indexed proceedings/ journal/book chapter, the concerned faculty member will return the same amount to the Institute. The period of one year from the date of paper presentation will be considered for the same to close the entire process.

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

Possibility1:

The conference registration fee is more than the maximum amount decided by 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 fee is 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 the international conference Maximum eligible reimbursement amount = 5000 x 0.833= Rs 4165.

If the conference registration fee is Rs 4000, then the conference registration fees 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
Institute R&D Coordinator	Deputy Director (A&R)	Director

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