



MCKV INSTITUTE OF ENGINEERING

An Autonomous Institute under UGC Act 1956
Approved by AICTE & affiliated to Maulana Abul Kalam Azad University of Technology, West Bengal
NAAC Accredited "A" Grade Institute



243 G.T. Road (N), Liluah, Howrah- 711204, West Bengal, India
Ph: +91 33 26549315/17 Fax +91 33 26549318 Web: www.mckvie.edu.in/

INCENTIVE POLICIES FOR EXISTING TEACHING STAFF OF MCKVIE

The following facilities are planned to be extended to the teaching staff members towards qualification up gradation and encouragement for academic achievements:

1. For pursuing research works by staff members leading to PhD Degree:

- i) Staff members, who have already registered for PhD programs, will be entitled to apply for the facility of availing a maximum of 2 additional off days per week, for a maximum of consecutive two years. This leave can be availed depending on the total teaching load of the department.
- ii) The facility will be extended to a maximum of two members of each department in an academic year on the basis of their seniority in service at MCKVIE. The application received from corresponding members should be endorsed by DAC (Departmental Academic Committee) and recommended by the HOD before forwarding the same to IQAC (Internal Quality Assurance Cell) of the institute along with evidence of registration of the applicant in the PhD program. IQAC will further evaluate the same and forward it to the Principal of the institute for approval.
- iii) The teaching staff member will carry out the normal weekly class load as per AICTE and UGC norm, during the remaining working day of the week along with other administrative responsibilities as will be assigned, based on the requirement of the institute.
- iv) This facility will be offered only to the full-time regular employee of the institute.
- v) A staff member can avail of this facility only once his/her service career.
- vi) The staff member availing that facility will publish at least one research paper every year in SCI-indexed journals or two research papers in Scopus-indexed journals. However, for the staff members from the Humanities domain, UGC care journals will be also accepted. Faculty who will avail of the facility will have to submit a progress report of his/her work every six months from the Ph.D. supervisor and the same will be reviewed by the IQAC of the institute along with the Dean (Academics), and Dean (Research and Consultancy) depending on which the leave will be extended for the next six months.



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- vii) The staff member availing this facility will be required to execute a service agreement with MCKVIE that he/she shall serve the institute for at least four continuous years after awarding the PhD degree.
- viii) If the staff member quits the service of the institute before the expiry of four years after awarding PhD degree, or if, as a result of any unsatisfactory progress report his/her study leave is cancelled at any time by the IQAC, he/she shall refund to the institute, all the amount of leave salary which has been paid to him/her on account of grant of such leave.
- ix) In any case of exigency (NBA/NAAC/AICTE/Admission etc. related activities), the leave may be cancelled for a month or more.
- x) Any staff member who will avail of this leave shall not be permitted to avail of more than 01 Casual leave in a month and a maximum of 02 Casual Leaves in the last two months of the same financial year. Earned Leave will only be sanctioned after scrutiny and the authority's approval.

2. For pursuing Master's degree program by Technical Supporting Staff members:

- i) Staff members, who have already enrolled in Master's degree (regular) programs with due permission from the college, will be entitled to apply for the facility of availing a maximum of 2 additional off days per week for the first year and a maximum of 1 day for the second year.
- xi) The facility will be extended to a maximum of one staff member of a department in every academic year. The application received from corresponding members should be endorsed by DAC (Departmental Academic Committee) and recommended by the HOD before forwarding the same to IQAC (Internal Quality Assurance Cell) of the institute along with evidence of enrollment of the applicant in the Master's degree program. IQAC will further evaluate the same and forward it to the Principal of the institute for approval.
- ii) The staff member will carry out the normal weekly class load as per AICTE and UGC norm, during the remaining working day of the week along with other administrative responsibilities as will be assigned based on the requirement of the institute.

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Principal
MCKV Inst of Engg.
Liluah, Howrah - 711204



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- iii) This facility will be offered only to the full-time regular employee of the institute.
- iv) A staff member can avail of this facility only once his/her service career.
- v) The staff member availing that facility will submit proof of his/her academic performance (grade card/ mark sheet) to IQAC after every semester. The performance of the staff member will be evaluated by the IQAC of the institute with support from the Dean(Academics) and Dean(Research and Consultancy). Only upon receiving a satisfactory review report from the above-mentioned committee, the facility will be further extended for the subsequent year to the staff member.
- vi) The staff member availing that facility will be required to execute a service agreement with the institute that he/she shall serve the institute for at least three continuous years on completion of his/her studies.
- vii) If the staff member quits the service of the institute before the expiry of three years, or if, as a result of any unsatisfactory progress report his/her study leave is cancelled at any time by the IQAC, he/she shall refund to the institute, all the amount of leave salary which has been paid to him/her on account of grant of such leave.
- viii) In any case of exigency (NBA/NAAC/AICTE/Admission etc related activities), the leave may be cancelled for a month or more.
- ix) Any staff member who will avail of this leave shall not be permitted to avail of not more than 01 Casual leave in a month and a maximum of 02 Casual Leaves in the last two months of the same financial year. Earned Leave will only be sanctioned after scrutiny and the authority reserves the right to cancel the same in emergency situations.

3. Support for teaching staff members in attending Conferences:

- i) Reimbursement of the registration fees and Travelling allowances will be considered only if the staff members present his/her research works in Scopus-indexed conferences.
- ii) Maximum of two numbers of staff per semester per department will be allowed to avail of the facility. However, the repetition of faculty members availing of such facility is not



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appreciable and priority should be given to the staff members who have not availed the facility in earlier instances.

- iii) Mode of travelling allowed for reimbursement will be by AC three-tier train or bus in the shortest route.
- iv) Reimbursement of registration fees will be limited to Rs.4000/- per staff member.

4. Chairman's reward on Journal publications:

- i) The teaching staff members publishing papers affiliated to this institution in SCI-indexed journals during an academic year will be entitled to receive the Chairman's reward of Rs.3000/- per paper.
- ii) Staff members publishing papers affiliated to this institution in Scopus-indexed journals during an academic year will be entitled to receive the Chairman's reward of Rs.1000/- per paper.
- iii) Staff members publishing authored books affiliated to this institution from international publishers during an academic year will be entitled to receive the Chairman's reward of Rs.5000/- per book.
- iv) Staff members publishing authored books affiliated to this institution from reputed national publishers during an academic year will be entitled to receive the Chairman's reward of Rs.2500/- per book.
- v) If there are multiple authors from MCKVIE for a single book or journal paper publication the reward amount will be evenly distributed among them.
- vi) Publication details to be submitted to the Research Committee by the applicants for evaluation.
- vii) Upon evaluation the approved list of publications eligible for the Chairman's reward will be submitted to the Principal of the institute.

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Principal
MCKV Inst of Engg.
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