

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

NORMS ON TRAVEL SUPPORT TO FACULTY FROM EXCELLENCE FUND

(As approved by the Board of Governors in its ninth meeting held on 28 March 2013 and 39th meeting held on 19 January 2024)

Considering its aspirational research agenda, the Institute must encourage very active participation of its faculty members in international activities. Our faculty colleagues should be able to present their work to a larger international audience and develop collaborative research. We must recognize that most of our faculty members are relatively young in their career at present and will take some time to setup their research facilities and to have some tangible outputs for a number of publications. Hence, the need for additional encouragement and facilitation is most critical at this juncture.

The following norms have been arrived at with the above context in mind. It is understood that these norms will be reviewed and revised periodically to meet the needs of changed circumstances as the Institute grows and as the experience is gained on implementation of this scheme.

1. A career faculty member of the Institute who has published at least two journal papers during the two calendar years prior to the date of event/activity will be eligible for travel support under this scheme. Those journal papers must be:
 - (a) Published in a journal listed on the ISI Web of Science.
 - (b) Must list the affiliation of the concerned faculty member as IIT Gandhinagar in an unambiguous manner.
2. In some areas (such as humanities and social sciences), it may be more appropriate for the faculty members to publish their research elsewhere (and not in the journals listed on ISI Web of Science). Should a faculty member feel that his/her work published elsewhere should be considered for the travel support, he/ she may seek a case-by-case exemption from the requirement of clause 1(a) above.
3. This financial assistance can support the expenses related to visas, conference registration fee, air tickets, travel insurance and per diem for attending a conference/ workshop/ meeting. The assistance can also be provided for collaborative research activity.
4. The amount to be provided by way of financial support under this scheme will be subject to ceiling of Rs. 2.00 lakh per year. The Dean/Professor-in-charge (Faculty Affairs) will consider the request and make a recommendation to the Director for approval.
5. In addition to the above, Standing Committee (on faculty affairs) may approve the following travel assistance on merit of the case:
 - (a) Faculty members who work in theoretical areas but with very active research profile may be granted an additional support of upto Rs 1.00 lakh in a year. The criteria for theoretical areas include (i) where it is difficult to seek significant external sponsored research funds, and (ii) where faculty member does not

seek significant laboratory / computational resources from the Institute for his/her research.

- (b) Faculty members deeply engaged in “institution building” activity may be provided an additional support to the extent of Rs 1.00 lakh in a year. Further, in their case, the requirement of para 1 may be relaxed if deemed appropriate by the Standing Committee.
6. Expenditure on this scheme will be covered from the “Excellence Funds” as approved by the Board of Governors from time to time, such as donations, interest income of the endowment, and overheads and savings of the projects.
 7. The scheme is proposed to be implemented with immediate effect.