



POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFF

The institution recognises the need for Research and Continuous Improvement in teaching and learning process. In order to encourage faculty members to upgrade their knowledge, a comprehensive policy has been framed for giving financial support to our faculty members.

POLICY STATEMENT:

This policy aims to facilitate professional growth of our faculty members. The institution encourages the teaching staff to participate in National and International Seminars, engage in academic initiatives in other institutions like submission of research papers, delivering academic lectures etc.

OBJECTIVES:

To offer financial support to teaching faculty for:

- (a) Attending seminars, symposiums, workshops, conferences.
- (b) Attending classes related to course work leading to Ph.D. program.
- (c) Treat the absence for (a) and (b) above as Official leave.
- (d) Engage in offline or online academic program in India or conducted online from anywhere in the world.
- (e) Reimbursement of participation fee for any program as in (a) and (b) above with prior approval.
- (f) Enabling participation in FDP conducted by institutions who conduct Management Development Programs.
- (g) Arrange academic exchange programs with other institutions (both TEIs and HEIs)

SCOPE OF THE POLICY:

The policy covers all levels of academic and research activities, subject to prior approval of the management and limitations of teaching schedules.

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ACCREDITED

PROCEDURE FOR GRANT OF FINANCIAL ASSISTANCE:

The faculty members should approach the management well in advance for Financial Assistance which falls within the scope of this Policy. It will be the responsibility of the faculty to ensure that his/her teaching/exam schedule in our institution is not adversely affected by their participation in external programs.

In the event of multiple applications within the same duration, the decision of the principal along with the Management will be final.

REPORT OUTCOME OF EVENTS:

- On return from such events/programs, the concerned faculty must present a detailed report to the Principal.
- The faculty must also share his/her experience through a PPT in subsequent staff/regular meeting.
- The faculty must also highlight any best practice noticed during his/her participation in other HEIs which are worthy of emulation.
- The faculty must share Certificate of Participation, accolades won (if any), and other relevant documents.

ANNEXURE:

A format for making application for participation as well as financial assistance is enclosed in the annexure, giving name of the faculty, details of the event, time schedule, any prior engagement in similar event and any prior financial assistance availed.

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