| DOCUMENT INDEXING - SELF-FINANCE POLICY | | |
|---|---|---|
| **Title:** Financial Support Policy | | |
| **Description:** The Financial Support Policy provides financial assistance to faculty members in the form of reimbursement of registration fee and DA/TA to encourage their participation in various conferences/workshops for professional development. | | |
| **UDIN** | AMJ/POL/ADP/FSP/2024/13/VER-2 | |
| **Effective Date** | 22-05-2024 | |
| **Revision Period** | May 2024 | |
| **Review Cycle** | One year | |
| **Policy Population** | All the staff of Shift –II | |
| **Policy Implementing Department** | HRD & Finance Section | |
| **Proposer & Drafter** | Dr. M.M. Ramya | |
| **Revisor** | Mr. Pirama Nayagam, HRD,<br>Ms. Bhavani S, Assistant Coordinator, IQAC &<br>Ms. Mehala Devi P, HRD | |
| **INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC)** | | |
| **Designation** | **Name** | **Signature with date** |
| **Director** | Dr. N. Venkataramanan | |
| **Dean** | Dr. M.M. Ramya | |
| **Deputy Dean** | Dr. R. Surekha | |
| **Coordinator, IQAC** | Dr. V. S. Murali | |
| **Chief Manager** | Mrs. Sangeetha Rajappa | |
| **APPROVAL** | | |
| **Principal** | Dr. B. Mahavir | |
| **Management** | Shri. Pannalal Chordia | |
| **Secretary/Associate Secretary** | Sri. Udhan Kumar Chordia/<br>Sri. Hemant P Chordia | |
| **Policy Approval Date** | 22-05-2024 | |

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# FINANCIAL SUPPORT POLICY

## I. Background:

Agurchand Manmull Jain College believes that quality improvement in the teaching and learning process, as well as research, contribute to academic excellence. Major transformations in the field of education have happened both nationally and globally, making learning accessible to people. As a result of these trends, faculty must be more adaptive, flexible, and diverse. Faculty members can improve their academic expertise by using the opportunities made available by AMJ's well-designed Financial Support Policy.

## II. Policy Statement

This initiative aims to help faculty advance their academic careers. The objective is met by providing financial support to teachers and encourage them to attend seminars, symposia, conferences, workshops, and training sessions held in India and abroad. It would be beneficial with knowledge exchange, academic progress, collaboration, and networking. Such interactions and interventions would increase teachers' professional and personal efficacy, resulting in institutional, individual, and student academic accomplishment.

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## III. Objectives

1. Provide financial assistance to all teaching faculty for the following:
    a. Attending or participating in seminars, symposia, conference workshops, refresher courses, course works of PhD programmes, book publications, and training workshops in India and abroad.
    b. International collaborations and exchange Programmes including international internships.
    c. Encouraging faculty members to apply for travel grant funds.
    d. Programmes held in India and abroad for all teaching faculty members.
    e. Providing financial assistance to faculty members in the form of reimbursement of registration fee and DA/TA to encourage their participation in various conferences/workshops for professional development.
    f. Professional Development Programs, Capacity Building, Faculty Development Programmes (FDPs), Management Development Programmes (MDPs)

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2. Provide and facilitate training programmes for faculty members by corporate partners/collaborators of the College as part of collaborative programmes delivered in India or abroad.
3. Arrange academic exchange programmes for faculty members with reputable academic institutions whenever it is deemed essential.
4. To promote and motivate faculty members to avail funding assistance for research, outreach/extension activities, or nationally recognized UGC programmes from various funding organizations.
5. Offer training programmes and financial assistance to qualifying teaching faculty members/members, as needed, for programmes given by corporate partners for software/courses essential for the smooth operation of the Institution's collaborative programmes.
6. To organize career and skill capability enhancement programmes.
7. Organizing staff training and development programmes to enhance professional competency.

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## IV. Scope of the Policy

The policy extends to all levels of academic/research activities, but not to any type of certification programme. Participation in such programmes is contingent on local need evaluations and approval, among other things, and is consistent with the institution's requirements. The policy is applicable to all teaching and non-teaching members in Shift – II of the institution.

## V. Policy Population:

This staff Financial Support policy applies to all Shift – II Teaching staff. This includes staff on probationary/ internship/ training period, confirmed staff, and staff who are working as consultants at Agurchand Manmull Jain College

## VI. Policy Guidelines

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1. The following guidelines have been created in accordance with Agurchand Manmull Jain College's policies.
2. Faculty who has completed at least 2 years of service will be eligible to seek financial support
3. A faculty can avail a financial support to a maximum of Rs. 5000 in a year towards participation in various national level events
4. In case of international events, Faculty who have completed at least 5 years of service can avail a support of 50% of the expenditure met, to a maximum of Rs 25,000/-

## VII. Procedure of Availing the Grant/Aid

1. In the case of national conferences/seminars, applications should be sent to the Dean at least 7 days in advance.
2. For international events, the application must be submitted to the Dean at least 30 days in advance, with an alternate teaching plan authorized by the corresponding Head of Department/ Facilitator. The faculty member should also make sure that students' teaching hours are not affected.
3. The scrutinizing committee scrutinizes the applications for their relevance and need.
4. If there are multiple applicants from the same department, the scrutinizing committee's decision is final.
5. In the event of research paper presentation funding, if the paper is co-authored, the first author will be given preference. However, the application should include No Objection Certificates from the second author(s).

## VIII. Reports/Outcome Recording of Such events

1. Within a week of returning, the staff member must submit a detailed report together with the bills for reimbursement.
2. On submission of original copies of air travel tickets, visa, boarding passes, attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings, the expenses incurred will be refunded.

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3. In the case of any training programme attended by the staff, the details of the programme/learning experience should be presented to the respective department within a week of their return.
4. Faculty members who attend an international seminar or conference should work on publishing their work in a reputable international journal.
5. Copies of participation certificates, best paper certificates, and other relevant certificates should be handed over to the Research committee and IQAC with a soft copy uploaded on the ERP.

## IX. Committees involved

a. Scrutinization Committee

1. Dean
2. Deputy Dean
3. Research Committee Coordinators

b. Approval Committee

1. Secretary/ Associate Secretary
2. Principal
3. Dean
4. Chief Manager (to provide recommendations)

**X. Policy Review -** The policy shall be reviewed annually.

## XI. Conclusion

The Financial Assistance Policy for staff underscores our institution's dedication to supporting the personal and professional well-being of our employees. By offering financial aid in times of need and for further educational pursuits, we reinforce a culture of care and growth. This policy not only aids in retaining and attracting top talent but also fosters a sense of community and loyalty. It highlights our commitment to nurturing an environment where every staff member could thrive.

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## FINANCIAL SUPPORT POLICY

Annexure 1

**Application for Attending International /National/ State Conference/ Workshop/ Symposia/Training**

| | |
|---|---|
| Name | |
| Department | |
| Date of the Event | |
| Role of the applicant in the Event | |
| Duration of the Event | |
| Financial assistance already availed during the current academic year | |
| Number of events attended during the current academic year | |
| Type of leave availing currently | |
| Recommendations by facilitator | |

**Comments by Scrutinization committee**

| | |
|---|---|
| Remarks by Scrutinization committee | |
| Dean | |
| Deputy Dean | |
| Research Committee Coordinators | |
| | |

Verified/ Not Verified

Recommended/ Not Recommended

Accounts

Chief Manager

**Overall Decision:** Approved/ Not Approved

Dean

Principal

Management

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