Institutional Policy for Financial Assistance to Faculty for Participation in Seminars, Publication, and Research Activities

Objective

The purpose of this policy is to encourage and support faculty members in their academic and professional development by providing financial assistance/incentives for attending seminars, publishing articles, and engaging in research activities.

Policy Statement

Claim Percentage: Faculty members are eligible to claim up to 50% financial assistance from the institution for activities related to attending seminars, publishing articles, and conducting research, subject to approval by the department head or relevant authority.

Eligibility Criteria:

a. Faculty members must be employed on a full-time basis.

b. Activities eligible for incentives include:

- Attendance at academic conferences, seminars, workshops, and professional development events.
- Preparation and submission of research articles to peer-reviewed journals or conference proceedings.
- Engaging in collaborative research projects.

Approval Process:

a. Faculty members are required to submit a written request detailing the purpose, duration, and expected outcomes of the activity.

b. Requests will be evaluated based on their alignment with the department's objectives, available resources, and impact on the faculty member's professional development.

c. Approval will be granted by the department head or designated authority after careful consideration of the request.

Allocation:

a. Faculty members approved for allocation will be entitled to 50% of financial assistance to the approved activity.
b. Time allocation will be granted for a specified period, which may vary depending on the nature and duration of the activity.

Reporting Requirements:
a. Faculty members are required to submit a report upon completion of the approved activity, detailing their participation, outcomes, and any tangible outputs such as publications or presentations.
b. Reports will be reviewed by the department head or designated authority to assess the impact of the activity and ensure compliance with the policy.

Incentives:
a. Faculty members who successfully complete approved activities may be eligible for incentives such as financial support for conference attendance, publication fees, or research grants.
b. Incentives will be awarded based on the significance and impact of the activity as determined by the department's evaluation criteria.

Monitoring and Review:
a. The implementation of this policy will be periodically monitored and reviewed to assess its effectiveness in supporting faculty development.
b. Feedback from faculty members and relevant stakeholders will be solicited to identify areas for improvement and adjustment.

Compliance:
Faculty members are expected to adhere to the guidelines outlined in this policy and to conduct themselves with integrity and professionalism in all approved activities.

This policy shall be effective from the date of approval and shall be subject to periodic review and revision as necessary to ensure its continued relevance and effectiveness in supporting faculty development.