



## Financial Assistance Policy Document

**Effective Date:** 04-06-2018

**Applicable To:** All faculty members of Aurora's PG College (MCA), Uppal, Hyderabad

### 1. Introduction

The Institutional Policy on Financial Assistance for Faculty for attending Conferences and Seminars is designed to support the professional development and academic growth of faculty members. The institution encourages faculty participation in national and international academic events, such as conferences, seminars, and workshops, which are integral to fostering research collaborations, enhancing subject knowledge, and increasing the institution's visibility within the academic community. This policy outlines the eligibility criteria, application process, funding limits, and expectations for faculty members seeking institutional support to participate in these scholarly activities, ensuring that both the individual and the institution benefit from continued engagement in academic discourse.

### 2. Eligibility

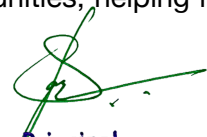
All full-time, regular faculty members, including those on contract, are eligible to apply for financial assistance. Temporary or adjunct faculty members may be considered on a case-by-case basis, subject to approval by the institutional authorities.

### 3. Types of Conferences and Seminars Covered

Financial assistance is available for faculty to attend national and international conferences, seminars, workshops, symposiums, and other academic gatherings. The event must be directly related to the faculty member's field of expertise, research interests, or teaching responsibilities. Priority will be given to conferences where the faculty member is presenting a research paper, chairing a session, or participating in panel discussions.

### 4. Purpose of Financial Assistance

The purpose of providing financial assistance to faculty for attending conferences and seminars is to help them grow professionally by participating in important academic events. This support allows faculty to present their research, learn about the latest developments in their field, and connect with other scholars. Faculty can bring new knowledge and ideas back to the institution, improving teaching and research, and contributing to the overall academic environment by attending the conferences and seminars and presenting papers and research articles. The institution benefits from greater visibility and enhanced collaboration opportunities, helping it stay at the forefront of academic and research excellence.

  
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## 5. Frequency of Financial Assistance

A faculty member is eligible to receive financial assistance for attending a maximum of two conferences or seminars per academic year. If budget permits, exceptions may be made for more frequent attendance if the events are highly relevant or prestigious.

## 6. Coverage and Reimbursement

The financial assistance provided by the institution covers the following heads of expenses:

- Registration fees for the conference or seminar.
- Travel expenses including airfare, train fare, or road travel, based on the institution's travel policy
- Accommodation costs for the duration of the conference, limited to a reasonable level as per institutional guidelines.
- Per diem allowance to cover meals and other incidental expenses, as per institutional rules.
- Faculty are encouraged to seek cost-effective options, such as early registration discounts, to minimise costs.

## 7. Funding Limits

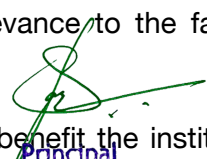
Even though the institution encourages the faculty members to participate in conferences and seminars, the granting of such assistance shall be as per the prescribed funding limits for each of the categories as mentioned below;

- National Conferences: There may be a cap on the amount of financial assistance for attending national conferences, depending on the budget allocated for faculty development in a given academic year. The typical cap may range from ₹5,000 to ₹15,000.
- International Conferences: For international events, the maximum financial assistance may be higher (e.g., ₹50,000 to ₹1,00,000), depending on the location and importance of the event.
- Faculty are expected to contribute to the expenses if costs exceed the institutional funding limit.

## 8. Prior Approval

Faculty members must obtain prior approval from the relevant authorities, including the Head of Department (HoD) and Principal, before registering for the conference or incurring any expenses. The approval process requires submission of a formal application along with:

- Details of the conference or seminar, including the agenda and relevance to the faculty member's academic field.
- A copy of the invitation to present a paper or participate in the event.
- A justification statement explaining how the faculty's attendance will benefit the institution and their professional development.

  
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## **9. Application Submission Process**

Applications for financial assistance must be submitted at least 4 weeks prior to the conference or seminar date. The application should be accompanied by:

- A detailed budget estimate, including travel, accommodation, and registration fees.
- Conference brochure or invitation.
- A letter of recommendation or endorsement from the department head.

## **10. Documentation for Reimbursement**

Faculty members are required to submit original receipts and documentation for all expenses, including registration fees, travel tickets, and accommodation bills. A detailed report summarising the conference proceedings, including how the knowledge gained will be applied in their teaching or research, should be submitted within two weeks of returning from the event. Failure to provide appropriate documentation may result in the denial of reimbursement or future financial assistance.

## **11. Obligation to Share Knowledge**

Upon return, faculty members may be required to conduct a seminar or presentation within the institution to share insights gained from the conference. This knowledge-sharing session will ensure that the institution benefits from the latest research trends, developments, and innovations discussed at the event.

## **12. Non-Transferability**

Financial assistance granted to a faculty member is non-transferable and can only be used by the approved individual for the specific event. The assistance cannot be redirected to other faculty members or for unrelated events.

## **13. External Sponsorships**

Faculty members are encouraged to seek external sponsorships from conference organisers, professional bodies, or research funding agencies. Institutional financial assistance may be used to complement such external funding but not to duplicate it. If full funding is provided by an external sponsor, institutional support may be reduced accordingly.

## **14. Evaluation Criteria**

The Applications submitted by the faculty for financial assistance will be evaluated based on the following criteria:

- The relevance of the conference or seminar to the faculty's academic responsibilities.
- The prestige and academic standing of the event.
- The faculty member's role in the event (e.g., presenter, panelist, session chair).

  
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- The overall benefit to the institution, including potential research collaborations or institutional visibility.

## 15. Disqualification

The institution reserves the right to either approve or reject the request for grant of financial assistance to the faculty who have applied for the same. Financial assistance may be denied under the following conditions:

- The event is unrelated to the faculty member's academic field or institutional goals.
- Failure to submit the application within the stipulated time frame.
- If the faculty member has already attended the maximum number of conferences in the academic year.
- If the conference participation is primarily for leisure or personal networking without a substantial academic contribution.

## 16. Budget Constraints

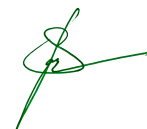
The availability of financial assistance is subject to the institution's annual budget allocation for faculty development and participation in academic events. In years where budget constraints exist, funding may be prioritised for faculty presenting research at major national or international conferences.

This policy ensures a transparent and structured approach to providing financial support for faculty to attend academic events, fostering professional growth and enhancing the institution's academic reputation.



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1. Head Office, CES
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