



Financial Support for Participation Policy

A Financial Support Policy for faculty members attending seminars and conferences outlines the guidelines, procedures, and criteria for providing financial assistance to faculty members to participate in academic or professional events.

Scope:

This policy is applicable to all the educational institutions running under Atmiya Group of Institutions managed by Sarvodaya Kelavani Samaj viz. Atmiya University, Shri M. & N. Virani Science College (GIA), Shree Atmiya Shishu Vidyamandir, Shri Sarveshwar Vidyamandir, Shri H. L. Gandhi Vidyavihar School (GIA).

Objective:

The major objective and purpose of this policy is to support faculty members' professional growth, networking, and knowledge enhancement through their participation in seminars, STTP, Summer/Winter School, FDP, capacity building programs, conferences etc. and in turn encourages faculty development, foster research knowledge dissemination, upgrade academic and administrative skills, strengthen research aptitude, increase in the intellectual levels through networking dissolving boundaries and enhance the institution's reputation in the academic community.

Eligibility Criteria:

Any full time faculty member of the institute with minimum of 1 year of continued service is eligible for getting the financial support under this policy. The management may consider any faculty member as a special case as per need and requirement.

Types of Events:

Financial support is given for the participation in academic conferences, workshops, seminars, or other relevant professional gatherings. Encouragement is given to the faculty members to present and publish their research or findings at the conference, where applicable, to maximize the benefits of attending.

Application Process:

The faculty member seeking financial assistance for the participation are required to apply in the prescribed form at least 2 weeks before the commencement of the program.

Permission:

The permission is granted based on selection for the program and all necessary alternate arrangements at the department for smooth conduction of academic and other responsibilities of the applicant faculty member.





SARVODAY KELAVANI SAMAJ

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Funding Limits:

Financial support is extended to cover 50% of actual expenses toward registration fees, travel and accommodation with a capping of Rs. 1500 (whichever is less). The capping limit for the support is Rs. 5000.

Reimbursement Procedures:

The amount will be reimbursed on production of payment receipt(s) and completion certificate.

Recipients' Responsibilities:

The beneficiary faculty member need to submit a participation certificate, attendance certificate and a brief report of the program, after attending the same. The faculty member should also share the important findings from the program with the Department and if finds suitable to all the faculty members of the institutions based on the topic.

Review and Updating Policy:

Policy will be reviewed annually to measure its impact and effectiveness. It will be updated based on the resolution taken in the review meeting. However under extraordinary circumstances, the managing trust can amend the policy as in response to specific needs or demands.



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Secretary
Sarvoday Kelavani Samaj
RAJKOT.