



Visit us: www.karanjiacollege.com
Email Id: karanjianet@rediffmail.com
Fax: 06796 -220236
Phone: 06796 -220236 (O)
06796 -220263 (R)

OFFICE OF THE PRINCIPAL KARANJIA AUTONOMOUS COLLEGE, KARANJIA
DIST- MAYURBHANJ, PIN- 757037 (ODISHA)
NAAC ACCREDITED-B (2nd Cycle)
ESTD - 1964

POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFF MEMBERS

POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFF MEMBERS ENGAGED IN DOCTORAL / POST DOCTORAL DEGREE AND ALSO TO ATTEND FACULTY DEVELOPMENT PROGRAMME, RESEARCH WORKS, CONFERENCES, WORKSHOPS, SEMINARS, SYMPOSIA AND MEMBERSHIP FEES

Karanjia Autonomous college, Karanjia, believes that research and quality improvement in the classroom teaching-learning process. Significant changes in the structure of education have occurred both nationally and worldwide, making learning more accessible. As a result of these changes, teachers will be more adaptable, flexible, and diversified. Faculty members can upgrade their academic standard through the well-designed Policy related to financial support.

Policy Statement

This programme intends to assist faculty members in advancing their academic careers. The goal is achieved by offering financial assistance to educators and encouraging them to attend seminars, symposia, conferences, workshops, and Faculty Development training programmes held in India. This would aid in sharing knowledge, fostering academic growth, increasing collaborations and networking. This also helps to create a conducive academic environment.

Objectives

i. To provide financial assistance to all teaching faculty for the following:

- Attending or participating in seminars, symposia, conference workshops, refresher courses, leave with salary course works of PhD programmes, book publications, and training programmes in India.
- Encouraging faculty members to apply for travel grant to attend the Programmes held in India.
- 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.
- Professional Development Programs, Capacity Building, Faculty Development Programmes (FDPs),

ii. Provide and facilitate training programmes for faculty members by corporate partners/collaborators of the College as part of collaborative programmes delivered in India.

iii. Arrange academic exchange programmes for faculty members with reputed academic institutions whenever it is deemed essential.

iv. To promote and motivate faculty members to avail financial assistance for research, outreach/extension activities, or nationally recognised programmes : UGC / ICSSR / DST/ DBT.

v. To qualifying teaching faculty members/members, as needed, for programmes given by corporate partners for softwares /courses essential, for the smooth operation of the Institution's collaborative programmes.

vi. To the departments for guest lectures, seminars, and field visits, as well as performing association events, joint activities, and outreach programmes.

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 faculty should align their participation with academic content standards, or research standards as enumerated in the Research Policy.

Policy Guidelines

The following guidelines have been created in accordance with Karanjia Autonomous college 's policies. Staff Members, Teaching and non-teaching who are on a permanent basis and are on probation will be eligible for grants under the following circumstances:

- i. Financial support for professors / Associate Professor /Assistant Professor/ to attend workshops, FDPs, and conferences to improve their intellectual capacities.
- ii. Seed money for Doctoral , Post-Doctoral Degree and Research projects, particularly those with a social impact.
- iii. Financial assistance is available, and faculty members are encouraged to attend workshops, trainings, and refresher programmes.
- iv. The faculty member must have completed his or her probation in order to participate in international conferences.
- v. After probation, faculty members are encouraged to apply for UGC / ICSSR / DST/ DBT grants and other funding agencies with the Principal's approval.

Note: If the allocated UGC / ICSSR / DST/ DBT funds are fully utilized, the institution will provide monetary assistance in the above-mentioned conditions using Special Earmarked funds from Management.

Procedure of Availing the Grant/Aid

- i. In the case of National conferences/seminars, applications should be sent to the Principal at least 7 days in advance.
- ii. For international events, the application must be submitted to the Principal at least 45 days in advance, with an alternate teaching plan authorized by the corresponding Head of Department. The faculty member should also make sure that students' teaching hours are not affected.
- iii. The Research Advisory Committee (RAC) scrutinizes the applications for their relevance and need.
- iv. If there are multiple applicants from the same department, the principal's decision is final.
- v. In the event of research paper presentation, if the paper is co-authored, the first author will be given preference and funds. However, the application should include No Objection Certificates from the second author(s).

Reports/Outcome Recording of Such events

- i. Within a week of return, the staff member must submit a detailed report together with the bills for reimbursement.
- ii. On submission of original copies of air travel tickets, boarding passes, attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings, the expenses incurred will be refunded.
- iii. In case of any training programme attended by the staff, the details of the programme/learning experience should be presented to the respective department and the Principal within a week of their return.

- v. Copies of participation certificates, paper presenter's certificates, and other relevant certificates should be handed over to the Research Department with a soft copy uploaded on the ERP.

Annexure1

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

Name	
Department	
Name of the organising Institution, who is organising the National , International Seminars/ Conferences/ Workshops/ Symposia etc.	
Title of Topic	
Date of the Event	
Role of the applicant in the Event	
Duration of the Event	
Financial assistance already availed during the current year	(mention the amount already claimed till date)
Number of events attended during the current year	(mention the number of events attended till date)
Type of leave availing currently	
<p>If Advance Amount if claimed currently, submit:</p> <p>(i) Copies of acceptance letter from the organizer of the conference</p> <p>(ii) Attach Abstract of the paper to be presented and accepted by the organizer of the conference (within 300 words).</p>	

[Signature]
Principal
Karanjia Autonomous College, Karanjia
Karanjia, Mayurbhanj

[Signature] 1.7.18
Coordinator,
Co-ordinator, IQAC
Karanjia Autonomous College
Karanjia, Mayurbhanj

[Signature] 1.7.18
Coordinator,
Research Advisory Committee

[Signature] 1.7.18
President, G.B.
Karanjia Autonomous College, Karanjia
President, G.B., Karanjia
Karanjia Autonomous College,
Karanjia