



Mahatma Gandhi University
Priyadarsini Hills P. O.
Kottayam, Kerala - 686560

(Re-accredited by NAAC with A Grade)

Policy for financial support to teachers

Policy for financial support to teachers to attend Conference, Workshops, Faculty Development Programmes, Management Development Programmes, Skill Development Programmes, Seminars, Symposia and Membership fees

Along with the improvement in the quality of the teaching and learning process which contributes to classroom excellence, the teachers should also be provided with platforms to disseminate their research work and to interact with the experts at national as well as international level in their respective fields. Dramatic changes in the overall structure of teaching and research have occurred both nationally and globally making learning more accessible. Teachers must be flexible enough to adapt to any situation arising from socio-economic demands. Thus, teachers must become more diversified in their respective streams. The internal faculty members can upgrade their academic knowledge as well as update research activities through the platforms provided by Mahatma Gandhi University's well-designed Policy related to financial support.

Policy Statement

This programme intends to support faculty members in advancing and updating their academic as well as research activities. This goal can be achieved by offering financial support to teachers and encouraging them to attend seminars, symposia, conferences, workshops, and training workshops held in India and abroad. This would help in fostering academic growth increasing collaborations and networking thereby enhancing knowledge sharing. This also helps to create an energetic and favourable environment for academic as well as research studies. The outcomes of such interactions and interventions would improve teachers' professional and personal effectiveness, resulting in institutional, individual, and student academic achievements.

Objectives

- i. Provide financial assistance to all regular teaching faculty in the form of reimbursement of registration fees and DA/TA for the following:

a. Attending or participating in conferences, workshops, symposia, seminars, refresher courses, and skill development programmes in India and abroad.

b. International collaborations and exchange programmes including international internships.

c. Professional Development Programs, Capacity Building, Faculty Development Programmes (FDPs), Management Development Programmes (MDPs)

ii. Provide financial assistance to all regular teaching faculty in the form of reimbursement of membership fees for academic as well as research bodies*. *academic as well as research bodies should be registered or nationally/internationally accredited. The body should organize regular meetings and have clarity regarding financial transactions

iii. Provide financial support for publishing in UGC approved open access journals

iv. Provide financial support for organizing conferences, workshops, skill development programmes, faculty development programmes etc.

v. Provide financial support for extension activities, outreach programmes and fieldwork

vi. 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.

vii. Arrange academic exchange programmes for faculty members with reputable academic institutions whenever it is deemed essential.

viii. To promote and motivate faculty members to avail funding assistance for research, outreach/extension activities, or nationally recognized UGC programmes from various funding organizations.

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 following Mahatma Gandhi University's policies.

Teachers who are permanent and are on probation will be eligible for financial support under the following circumstances:

- i. Financial support for teachers to attend workshops, FDPs, and conferences to improve their intellectual capacities and disseminate their research work.
- ii. Seed money for 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 to participate in international conferences.
- v. After probation, faculty members are encouraged to apply for UGC grants and other funding agencies with the Principal's approval.

Procedure for Availing Financial Support

- i. In the case of national conferences/seminars, applications should be sent to the Registrar at least one month in advance.
- ii. For international events, the application must be submitted to the Registrar at least 3 months 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 decision of the Vice Chancellor is final.
- v. 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).

Reports/Outcome Recording of Such events

- i. Within a week of returning, the staff member must submit a detailed report together with the bills for reimbursement.
- ii. 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.
- iii. 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.
- iv. Faculty members who attend an international seminar or conference should work on publishing their work in a reputable international journal.
- v. Copies of participation certificates, best paper certificates, and other relevant certificates should be handed over to the School and IQAC.