

Date : 17-11-2020

## Policy Document on Financial Support to Teachers

Srinivas Institute of Management Studies (SIMS) college serves to provide guidelines on how faculty members can receive financial assistance for academic and professional development. The goal of this policy is to encourage continuous learning, research, participation in conferences, and other professional activities that enhance the institution's academic standing and foster innovation.

### 1. Purpose and Objective

The primary objective of this policy is to provide financial support to teachers for:

- Enhancing their professional qualifications.
- Promoting research, development, and innovation.
- Encouraging participation in national and international conferences, workshops, and seminars.
- Facilitating the publication of research papers, books, or other academic work.
- Supporting faculty development programs (FDPs), certifications, and other educational pursuits.

This policy aligns with the institution's vision to promote excellence in teaching, research, and learning, while ensuring faculty members are equipped with the necessary skills and knowledge to deliver quality education.

### 2. Scope of Financial Support

This policy applies to **full-time and part-time faculty members** of the college. Financial support will be provided for the following purposes:

#### a) Conferences, Seminars, and Workshops

- Faculty members are encouraged to present research papers and attend academic conferences, seminars, and workshops at **national and international levels**.
- **Funding Areas:** Travel expenses, registration fees, accommodation, and daily allowances for attending events.
- **Eligible Events:** Events organized by reputed academic institutions, government bodies, professional organizations, or recognized industry forums.

#### b) Faculty Development Programs (FDPs)

- Support will be provided for attending FDPs, refresher courses, or short-term training programs that help faculty members improve their teaching methods, gain industry-relevant knowledge, and update their subject expertise.
- **Funding Areas:** Registration fees, travel expenses, and accommodation.

### c) Research and Publication

- Financial support is available for conducting research, developing new teaching methodologies, or creating innovative content.
- **Eligible Expenses:** Research tools, data collection, subscriptions to academic journals or databases, lab fees, or any other expenses required for completing research.
- **Publication Fees:** The policy will cover the costs of publishing research papers in **peer-reviewed journals** and **open-access platforms**.
- **Support for Book Publications:** Faculty members who author academic books may receive assistance for publication costs.

### d) Higher Education and Certifications

- Financial support will be extended to faculty members pursuing advanced degrees such as **PhDs**, **Post-Doctoral Research**, or other **certifications** from recognized institutions.
- **Eligible Expenses:** Tuition fees, exam fees, and costs associated with distance learning or certification programs.

### e) Industry Engagement and Collaboration

- Faculty members working on projects in collaboration with industry partners may receive financial assistance for travel, project-related expenses, and consultancy work.

### f) Memberships in Professional Bodies

- The institution will provide partial or full financial support to faculty members for **annual memberships** to academic or professional bodies that are directly related to their field of teaching and research (e.g., IEEE, ISTD, NHRD, etc.).

## 3. Application and Approval Process

### a) Submission of Request

- Faculty members must submit a formal application for financial support through the **Financial Support Request Form** at least **30 days** prior to the event or activity.
- The application should include:
  - Details of the conference, seminar, FDP, or other academic activity.
  - A clear justification of how the event or activity aligns with the faculty member's professional development and the institution's objectives.
  - Estimated costs with supporting documents such as brochures, registration forms, travel quotes, and publication fees.

## b) Approval Process

- The application will be reviewed by a designated **Financial Support Committee**, which may include:
  - **Dean/Principal:** Chairperson of the committee.
  - **Head of Department (HoD):** From the faculty member's department.
  - **Finance Officer:** To oversee the budgeting process.
  - **External Expert:** An academic or industry representative (optional).
- The committee will assess the application based on the following criteria:
  - Relevance to the faculty member's professional growth.
  - Contribution to the institution's academic goals and reputation.
  - Budget availability.
  - Past financial support provided to the faculty member.

## c) Funding Limits

- **National Conferences:** Up to 100% of registration fees and 50-75% of travel and accommodation costs.
- **International Conferences:** Partial funding of up to **50%** of the total expenses, with a cap on the maximum amount per year (e.g., INR 50,000).
- **Research Projects:** Depending on the scope, faculty may receive partial funding for tools, software, and other research-related expenses.
- **Publication Costs:** The college will cover up to 100% of publication fees for papers in **Scopus-indexed** or **high-impact journals**.



**PRINCIPAL**

Principal  
Srinivasa Institute of Management Studies  
P.O. Patem, Madhurawada,  
Visakhapatnam - 530041





**SECRETARY**