

FINANCIAL SUPPORT POLICY FOR PROFESSIONAL DEVELOPMENT (2023-2024)

Gian Jyoti Institute of Management and Technology (GJIMT) is committed to fostering the professional development and research endeavours of its teaching staff and non-teaching staff. The financial support policy aims to facilitate participation in Faculty Development Programmes (FDP), research activities, academic conferences, workshops, seminars, symposia, and membership in professional organizations relevant to the field of education.

GJIMT believes that research and quality improvement in the teaching and learning process contributes to classroom excellence. Faculty members can upgrade their academic knowledge through the platforms provided by GJIMT well-designed Policy related to financial support.

1. OBJECTIVES

- To provide financial assistance to all teaching faculty for the following: Attending or participating in seminars, symposia, conference workshops, refresher courses, book publications, and training workshops in India.
- To encourage faculty members to apply for travel allowance funds.
- To provide travel allowance for all the teachers during Internship Supervision.
- To render financial assistance to faculty members in the form of reimbursement of registration fees and travel allowance to encourage their participation in various conferences/workshops for Professional Development Programs, Capacity Building, Faculty Development Programmes (FDPs), and Management Development Programmes (MDPs)
- To provide and facilitate training programmes for faculty members by collaborators of the College as part of collaborative programmes delivered in India and abroad.
- To organize staff training and development programmes to enhance professional competency.

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2. ELIGIBILITY CRITERIA

All full-time teaching staff members employed by the college are eligible to apply for financial support under this policy. Part-time faculty may also be considered based on their contributions to the institution and availability of funds.

3. TYPES OF SUPPORT:

- Faculty Development Programmes (FDP): Funding is provided for attending external or internal FDPs aimed at enhancing teaching methodologies, curriculum design, assessment practices, and other relevant areas of professional development.
- Research Work: Financial assistance is available to support faculty members' research endeavours, including funding for research materials, equipment, research assistants, and other related expenses.
- Conferences, Workshops, Seminars, Symposia: Financial support covers registration fees, travel expenses, accommodation, and other necessary costs for attending academic conferences, workshops, seminars, and symposia relevant to the faculty member's area of expertise.
- Membership Fees: Reimbursement of membership fees for professional associations and societies directly related to the faculty member's field of specialization.

- **Application Process:**

- Interested faculty members must submit a formal application detailing the purpose of their request, the specific activity they plan to attend or undertake, the expected benefits to their professional development or research, and an estimated budget to the Dean Academics.
- In the case of national conferences/seminars, applications should be sent to the Director at least 7 days in advance.
- **Evaluation Criteria:** Applications will be evaluated based on criteria such as the relevance of the activity to the faculty member's teaching or research responsibilities,

potential impact on professional growth, alignment with the college's strategic objectives, and cost-effectiveness.

Funding Limits: The institute will establish maximum funding limits for each type of activity per faculty member per academic year to ensure equitable distribution of resources. Additional funding may be allocated for exceptional cases or strategic initiatives identified by the institute administration.

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.

Reports/Outcome Recording of Such events

- Within a week of returning, the faculty members who receive financial support are required to submit a comprehensive report upon completion of the supported activity. The report should include a summary of the learning outcomes, insights gained, contributions to research or teaching, and any tangible outcomes achieved.
- In the case of any training programme attended by the staff, the details of the programme/learning experience has to be presented to the Director/ Dean Academics within a week of their return.
- Copies of participation certificates, best paper certificates, and other relevant certificates are handed over to the Dean of Academics
- These reports are used to evaluate the impact of the financial support program and inform future decision-making.

Transparency and Accountability: The Institute maintains transparency throughout the application and review process, ensuring that all faculty members have access to information about the financial support program's guidelines, procedures, and available funding opportunities. Mechanisms for monitoring and auditing the use of funds is implemented to ensure accountability and prevent misuse.

Continuous Improvement:

The institute administration periodically reviews and evaluate the effectiveness of the financial support policy, soliciting feedback from faculty members and making adjustments as necessary to better meet their evolving needs and institutional priorities. This policy framework aims to empower teaching staff and non-teaching staff at GJIMT by providing them with the necessary financial support to engage in continuous professional development and research activities, thereby enhancing the quality of teaching, research output, and overall academic excellence within the institution.

Director

GJIMT