



Policy Document on Providing Financial Support to Faculties

Purpose: The purpose of this policy is to outline the financial support available to college faculties to help them further their academic and professional development.

Scope: This policy applies to all college faculties who are seeking financial support for their academic and professional development activities.

Financial Support Available:

1. **Conference Attendance:** College faculties are eligible to receive financial support for attending conferences that are relevant to their field of study or teaching. The support will cover expenses such as registration fees, travel, and accommodation.
2. **Professional Development:** College faculties may receive financial support for attending workshops, seminars, or courses that are relevant to their teaching or research activities. The support will cover expenses such as registration fees, course materials, and travel expenses.
3. **Research Support:** College faculties may receive financial support for research projects that are relevant to their field of study. The support will cover expenses such as research materials, equipment, and travel expenses.
4. **Publication Support:** College faculties may receive financial support for publishing their research work in reputable academic journals. The support will cover expenses such as publication fees and editing costs.

Approval Process: College faculties are required to submit a request for financial support to their department head. The request must include a detailed proposal outlining the purpose and expected outcomes of the activity, an itemized budget, and any other relevant supporting documentation. The department head will review the proposal and make a recommendation to the college principal. The principal will review the proposal and make the final decision on the approval of the financial support.



SHRIDEVI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Recognised by Govt. of Karnataka, Affiliated to VTU, Belagavi and Approved by AICTE, New Delhi)

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An ISO 9001:2015 Certified Institution

Eligibility to Avail Financial Support:

1. As per our policy, the financial support will cover 50% of your registration fees, travel expenses, and accommodation expenses, up to a maximum of 2000 rupees. Please keep all receipts and provide them to the department head upon your return.
2. Please note that this financial support is only available to faculty members who have completed a minimum of 6 months of service at our college and have not already received financial support twice in a semester.
3. As a condition of receiving this financial support, we request that you give a knowledge transfer session to your colleagues upon your return from the event. This will help to share the insights and learning gained from the conference/workshop/seminar with the wider academic community.
4. Additionally, we require that you submit an attendance record of your participation at the event. This is to ensure that the financial support is being utilized for its intended purpose.

Principal

PRINCIPAL

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