



SRI ADICHUNCHANAGIRI SHIKSHANA TRUST (R.)
ADICHUNCHANAGIRI INSTITUTE OF TECHNOLOGY

(Affiliated to Visvesvaraya Technological University, Belagavi.)

Approved by AICTE New Delhi and Recognised by Govt. of Karnataka.

ACCREDITED BY NAAC, TWICE ACCREDITED BY NBA

POLICY FOR FINANCIAL ASSISTANCE TO TEACHING AND NON-TEACHING STAFFS TO ATTEND FDP, CONFERENCE, WORKSHOP, SEMINAR AND MEMBERSHIP FEES FOR PROFESSIONAL BODIES

Adichunchanagiri Institute of Technology believes that research and quality improvement in the teaching and learning process lead to classroom excellence. Significant changes in educational structure have happened both nationally and globally in order to make learning more accessible. As a result of these changes, teachers must become more adaptable, flexible, and diverse, as well as possess solid knowledge of the new approach to teaching learning processes. Internal faculty members can upgrade their academic knowledge through the platforms provided by the institute's well-designed policy related to financial assistance.

Policy Statement

This programme intends to assist faculty members in advancing their academic skills. The goal is achieved by offering financial assistance to educators and encouraging them to attend seminars, symposiums, conferences, workshops, professional development programmes, faculty development programs, and management development programmes held anywhere in the country. This would aid in sharing knowledge, fostering academic growth, increasing collaborations and networking. This also contributes to the creation of a suitable environment for academic learning. The outcomes of such interactions and interventions would improve faculty's professional and personal effectiveness, resulting in institutional, individual and student academic achievements.

Scope of the Policy

The policy extends to all levels of academic/research activities, but not to any type of certification program. 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.

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Principal, B.E. M.Tech., Ph.D.



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Procedure for Availing Financial Assistance

1. Grants are available to both teaching and non-teaching staff on a permanent basis.
2. Applications should be submitted to the principal or registrar at least 7 days in advance, along with all relevant documents for the programme that requires assistance.
3. The Research and Development Committee scrutinises the applications for their relevance and need.
4. If there are multiple applicants from the same department, the principal's decision is final.
5. 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 or outcome recordings of such events

1. Within a week of returning, the staff member must submit a detailed report along with the bills for reimbursement.
2. On submission of original copies of tickets, attendance/participation certificates, a statement of expenditures and a brief report on the seminar/conference/workshop/proceedings, the expenses incurred will be refunded.
3. In the case of any training programme attended by the staff, the details of the programme or learning experience should be presented to the respective department within a week of their return.
4. Copies of participation certificates, best paper certificates and other relevant certificates should be handed over to the Research and Development Committee, with a soft copy uploaded on the ERP.
5. Reimbursement is provided strictly for professional expenses only.


Dr. C. T. JAYADEVA
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