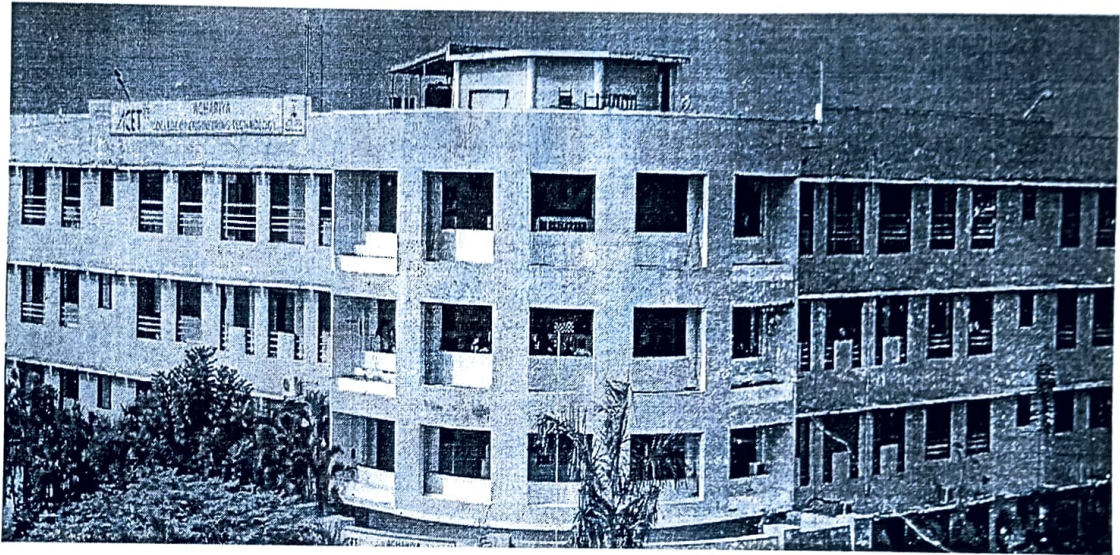## ACHARIYA
COLLEGE OF ENGINEERING TECHNOLOGY
(Approved by AICTE New Delhi & Affiliated to Pondicherry University)
An ISO 9001 : 2008 Certified Institution

POLICY FOR FINANCIAL
ASSISTANCE FOR FACULTY

Policy No	30
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PRINCIPAL
ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY
ACHARIYAPURAM, VILLIANUR,
PUDUCHERRY - 605 110

POLICY FOR FINANCIAL ASSISTANCE FOR FACULTY

Objective:

The primary aim of this policy is to support the faculty members in their academic growth, including participation in Faculty Development Programs (FDP), publications, workshops, seminars, and career advancement, thereby promoting the teaching-learning process.

Responsibility:

- All faculty members
- Heads of respective departments
- Office staff members
- Principal - Head of the institution

Policy:

1. Academic Schedule and Faculty Skill Enhancement Plan:

- At the commencement of each semester, the academic schedule will be released, outlining tentative events for departments.
- Faculties are encouraged to plan FDPs, workshops, seminars, or conferences aligned with the academic schedule for their professional development.

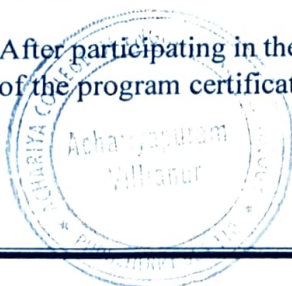## 2. Grouping Faculties with Relevant Programs:

- The principal identifies faculty enhancement programs organized by various institutions and universities.
- In consultation with Heads of Departments (HODs), the Principal selects faculties based on specialization or interest in specific technologies and group them accordingly.
- Faculties are required to submit a request letter to the Principal, specifying the program name.
- The Principal reviews and recommends eligible faculty members for the necessary payment process.

3. Approval and Attendance:

- Requests for financial support is reviewed by the Principal, approved by the cashier, and finally, by the administrative officer.
- Once approved, faculty members can access financial benefits to attend the program.
- Faculty members approved for program attendance will be granted "On Duty (OD)" based on the program and in adherence to institutional guidelines.

4. Claim Verification:

- After participating in the skill enhancement program, faculty members must submit a copy of the program certificate received to their respective department for claim verification.
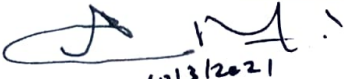
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Policy Guidelines:

The management allocates a budget for financial support to faculty members for skill enrichment programs.

> ➤ Faculty members are encouraged to apply for programs well in advance to allow sufficient time for approval and preparation. The management will periodically analyze the policy's effectiveness and make necessary improvements based on feedback from faculty members.

Verified by	Approved by
(01|3|2021	10|3|21
IQAC Coordinator	**Principal**

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