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Policy document on providing financial support to teachers

Purpose

This policy is designed to offer financial aid to faculty members attending conferences, workshops, or obtaining memberships in professional organizations. The goal is to foster faculty development, enhance academic contributions, and elevate the university's standing.

Eligibility

All full-time faculty members are eligible to apply for financial support. Priority will be given to those presenting papers, organizing sessions, or holding an official role in the event. Applications for international events or prestigious professional bodies will be evaluated based on the faculty member's contribution to the university's academic mission.

Scope of Support

- 1. Conferences and Workshops:** Financial assistance may include coverage of registration fees, travel, and accommodation, subject to budget availability and relevance to the faculty member's field or research area.
- 2. Membership in Professional Organizations:** The university may provide partial or full reimbursement for membership fees in recognized professional bodies, provided that the membership is critical for academic or research purposes.

Application Process

Faculty must submit a formal request through the appropriate channels to the Office of the Pro Vice Chancellor through Dean Academics, including event details, anticipated benefits, and a budget estimate. Applications should be filed at least two months prior for proper review and approval.

Review and Approval

The Faculty Development Committee will review applications, considering the event's alignment with the university's strategic priorities, the applicant's past contributions, and available funding.

Reporting

Upon return, faculty members must submit a brief report outlining key learnings and outcomes to the Office of the Pro Vice Chancellor via Dean Academics.