



Affiliated to IKG-PTU (Kapurthala) & Approved by AICTE (New Delhi)

Policy - Offering Financial Assistance to Faculty

To provide enhancement in the faculty, it has been proposed to take regarding different activities like FDP, publications, conferences, workshops, seminars, industry education, etc. The systematic process for funding faculty members to attend these programmes are as follows:

- At the beginning of every semester, both teaching and non-teaching staff members are given access to the academic schedule for the semester as well as their duties. Similarly, faculty must plan for skill-improving courses based on it, such as FDP, conferences, workshops, industrial training, etc.
- Department meetings may be held by the Director or the HoD, to group the faculty members based on their specialization or willingness to learn the technology.
- Finding out the exact programs organized in prestigious institutions/organizations.
- The request letter must be submitted to the Director office through the HoD and must recommend further necessary regarding fees and process.
- Faculty members can make use of the benefits to continue the programme with the HoD, administrative officer, and cashier's consent.
- A faculty member will be provided on duty leave to attend FDP. Each faculty member can avail the approved number of ODs.
- After the FDP, faculty member have to submit the report and the Certificate copy to their respective departments for Claim Verification.

Director
CT Institute of Mgt. & IT
Jalandhar