



Acharya Institute of Management and Sciences

Policy for Sponsorship of Faculty Development Activities

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5.1 Preamble

AIMS Institutes is committed to promoting and sustaining a research culture in the institution. The institution ensures all faculty and students the freedom to select the subject matter of their research, to seek support from any legal financial source for their work, and to arrive at their own findings and conclusions.

5.2 Scope

The policy is applicable to all faculty members of the institute. AIMS Centre for Research (ACR) was established in 2005 as a Focus Center to facilitate permeation of research culture in the institute.

5.3 Policy on Sponsoring Faculty To Take Part In Faculty Development Activities (FDA):

The Institutes recognize that faculty taking part in FDAs such as participating and presenting papers in National/International Seminars/Conferences / Symposiums, Workshops, Orientation and training programs etc. forms a very important part in building his/her career. Further, it is felt that faculty should be able to take the learning from these FDAs to the class rooms to benefit the student community.

AIMS Institutes supports its permanent faculty to attend FDA by providing them a reimbursement of the registration fees along with any other approved expenses, subject to approval by the Principal. The institute also motivates its teaching fraternity to organize Conferences and Workshops in its own campus. Faculty members of the institute attending such conferences/seminars can apply for exemption of the registration fees to attend such events.

As a part of this policy the institute sponsors faculty as per the following monetary limits and as per mentioned proportions.

Designation	Amount eligible to spend (₹)	Percentage instructed to spend on presentation	Percentage instructed to spend on participation
Professor	20,000/-	80	20
Associate Professor	18,000/-	70	30
Assistant Professor	15,000/-	60	40

5.3.2 Types of sponsorships:

Events	Amount eligible (₹) (Up to 2 events)	Amount eligible (₹) (Between 3-4 events)	Amount eligible (₹) (More than 4 events)
Conference Presentations	60% -100%	50% -80%	Up to 50%
Conference Participation	Registration fee (up to 50%)	Nil	Nil
FDPs	Registration fee (100%)	Up to 80%	Up to 50%
Workshops/Seminars	Registration fee (100%)	Up to 80%	Up to 50%
Other activities like, project presentations at External funded agencies, ICSSR, AICTE, UGC etc.	Travel expenses (100%)	Travel expenses (100%)	Travel expenses (100%)

5.3.3 Eligibility to avail sponsorship:

1. Should be a teaching faculty of the institution and have completed at least one year of service.
2. For faculty under probation the sponsorship for FDA would be extended subject to a condition that after availing the sponsorship, if the faculty leaves or decides to leave the organization for whatever the reason before completing probation he/she will have to refund the rupee value of the sponsorship availed from the institution.
3. The FDA to which faculty applies should be relevant to the domain expertise of the said faculty. However, the institution encourages faculty participation in FDA of inter-disciplinary in nature.
4. Wherever joint presentations or participations in FDA are relevant, the institution encourages such ventures keeping in mind fostering of team work and strengthening research culture among faculty.
5. There should be a clear case for the faculty to bring back the augmented quality as a consequence of taking part in the FDA to the class room for the benefit of student community as a whole.
6. The dates of the FDA should not clash with any of the important departmental or institutional events and taking part in the FDA should not come in the way of discharging the core responsibilities that the faculty entrusted with.
7. The faculty should not have any form of plagiarism what so ever in the content that is intended for presentation/publication in any form. If faculty found involved in any form of plagiarism stringent action will be taken as per the ethics policy of the institute.

8. However, notwithstanding the faculty complying with all the above eligibility criteria, the management reserves the prerogative of not allowing the faculty to take part in FDA.
9. Faculty opting for sponsorship should submit the prescribed ACR's Sponsorship form duly filled in to ACR addressed to the principal through proper channel for approval.
10. Addition to this sponsorship, OOD also will be provided for participation.
11. After availing any such sponsorship, it becomes the responsibility of the faculty to discharge the following:
 - a. Submit the account statement of the expenditure to the account department with relevant vouchers and other supporting invoices along with the attendance/participation certificates as applicable to avail re-imbursement.
 - b. Submit the photo copies of certificates and/or paper published to ACR and to the concerned departments.
 - c. Conduct a post conference presentation (PCP) on the topic of FDA so that the knowledge gained is disseminated among the teaching fraternity of the institute.
 - d. Not complying with the above responsibilities would be viewed seriously and faculty not discharging the above responsibilities could be barred from availing further sponsorships.

Additional guidelines:

- In all the publications it would be mandatory for the staff to mention the affiliation of the institution.
- All the faculty, who do not have a research degree, are expected to register and complete their Ph.D.
- Faculty must try to attend and present his/her research work at State / National / International levels conferences, seminars and workshops.
- Faculty members who have the qualification, experience and competence are expected to undertake research projects – Minor or Major – encouraged and funded by external agencies.
- The candidate shall abide by the requirements and guidelines of the management and the funding agency on choice of the PI, intellectual property rights, journal publications or presentations in conferences/seminars.