



# VISAKHA INSTITUTE OF ENGINEERING & TECHNOLOGY

(Sponsored by Varaha Lakshmi Narasimha Swamy Educational Trust, Regd. No.41/2007)

Approved by AICTE, New Delhi, Affiliated to JNTUK-Kakinada & Accredited by NAAC



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## POLICY DOCUMENT

### FINANCIAL SUPPORT TO ATTEND FDPS / RESEARCH WORKS / CONFERENCES / WORKSHOPS / SEMINARS / COURSERA / PUBLICATIONS

#### INTRODUCTION:

Visakha Institute of Engineering and Technology gives utmost importance to the academic excellence of faculty members. In Order to encourage academic enrichment of faculty members, The Institution provides financial support to teaching staff of the college to attend academic programs, like FDPs/ Research works / Conferences/ Workshops/ Seminars and Publication in the Technological & Management fields in the State, National & International levels and to obtain professional membership in the relevant fields. Faculty members are also encouraged to attend subject based refresher courses, training, short term programs. It aims to raise faculty standards by expanding facilities and research skills and by providing a place for them to share their knowledge, experience, and research with the rest of the world.

#### OBJECTIVE:

- The basic objective of this scheme is to enable organization / institution to organize workshops which will promote quality in institutions as well as programmes.
- To encourage the teaching staff for presentation of research papers in conferences workshops and join professional bodies and academic societies.
- To support the teaching staff to avail opportunities for discussing developments in the recent technology.
- To interact with eminent academicians and scientists from research institutions to improve teacher's in - depth knowledge of subjects.

## **ELIGIBILITY:**

- Major Categories for providing financial support:
  - i) Teaching learning and related activities.
  - ii) Research and related activities
  - iii) Co-Curricular and Extra- Curricular and professional development activities.
  
- Financial assistance is given for research projects and publications published in respective journals like SCOPUS / UGC Journals/ SCI -indexed journals
  
- The institute's regular teaching faculty will be eligible for financial aid. Financial assistance is given to attend FDPS / Research/Works/Seminars/Workshops /Conferences/Courses in the fields of Engineering and management at the state, national, and international levels.
  
- Teaching staff who use the physical facilities/financial aid to complete their Ph.D. program in the time allotted.

## **PROCEDURE OF APPLYING FOR THE SCHEME:**

- Teachers who wish to receive financial assistance for attending FDPs / Research works/ Conferences /Workshops / Seminars / Coursera / Memberships should obtain permission from Respective Departmental HoD the Principal and submit it to the principaloffice along with the necessary documents such as registration receipt, Participation/ Presentation certificate / Professional Membership Certificate within 3 days of attending FDPs /Research works / Conferences / Workshops / Seminars/ Coursera / Memberships.

## APPROVAL PROCEDURE:

- The academic and research coordinator and the accountant must receive certificates of attendance for FDPs/Research works/Conferences/Workshops/Seminars/Publications/Coursera.
- With the authorization of the principal, the college accountant may release the funds after receiving the relevant documents.
- After Attending the FDP/Seminar/Workshop/Conferences faculty member has to submit necessary documents such as registration receipt/Participation/ Presentation Certificate / Professional Membership Certificate to the accounts section to get the financial support.

  
PRINCIPAL  
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