



# INSTITUTE OF PROFESSIONAL STUDIES

**Policy to provide Financial and other Support  
to teaching and non-teaching staff.**

### **Introduction:**

The Institute believes that human resources play a key role to enhance value-based education among the young aspirants. At ASM's IPS we always encourage teaching staff and non-teaching staff to enhance professional carrier every year. Thus, the following policy is framed with the objective of Fostering the development and continuance of Excellence amongst the staff members of IPS.

### **Objectives:**

1. To Motivate faculty members to interact with the outside world.
2. To encourage faculty members to participate in FDPs, Workshops, Conferences / Seminar organized by other institutions & universities.
3. To provide all kinds of possible support such as Duty Leaves, Reimbursement of registration fees / participation fees etc.
4. To Encourage staff members to associate with state, national and international professional bodies.
5. To inspire faculty to organize state level, national level and international level seminar / Faculty Development Programs, Workshops and Conferences etc.
6. To motivate and provide financial assistance to staff members to publish research papers in reputed / peer reviewed / UGC listed /Scopus indexed journals as well as to present in the seminar / conference.

### **The Policy:**

1. Institute must provide financial assistance to the faculty members to participate in FDP, workshop etc.
2. Financial assistance should also be given to the faculty members towards membership fees of reputed national and international professional bodies.
3. Provision of special incentives and additional increments should be done to recognize extra efforts of faculty members in the field of innovation and research.
4. Institute must allow teaching and non-teaching staff to attend office automation courses and open-source software etc.
5. Institute must allow staff members to attend professional training programs on

how to use ICT enable tools more efficiently and effectively.

6. Institute should provide financial assistance to register for online FDP's on SWAYAM and NPTEL Portal, Coursera etc.
7. The institute must provide duty leave to all teaching and non-teaching staff members for attending FDP's MDP's skill enhancement workshops courses, attending coursework related to Ph. D. work and also for attending viva-voce examination of Ph.D.
8. The Institute should provide Study leaves for faculty member pursuing Ph.D.
9. Institute should provide all the required support facilities such as Computers, Printers, Statistical analysis Software's etc. to the faculty members for their research purpose.