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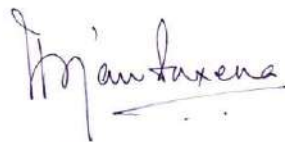
**Policy Guidelines on Providing Financial Support to Regular Faculty Members to Attend Conferences / Workshops / Symposiums and to Reimburse Membership Fee of Professional Bodies**

**I. Preamble**

SVKM's NMIMS encourages faculty members to inculcate research culture and professional development activities. To familiarize with recent advances in teaching-learning and research development, faculty member needs to be updated and open minded. With an objective to promote life-long learning, SVKM's NMIMS has drafted the policy guidelines applicable to faculty members to support financially for attending conferences / workshops / symposiums and reimbursing membership fee for professional bodies.

**II. Scope**

According to the policy guidelines, the financial support to attend Conferences/Workshops/Symposiums and towards Membership Fee of Professional Bodies will be applicable to all the full-time permanent faculty members of the University including Off-campuses. Teachers under probation will also be eligible to seek financial support to attend or participate in the faculty development programmes.



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### III. Policy Guidelines

SVKM's NMIMS has made a budgetary provision towards reimbursement of amount spent on attending various faculty development programmes including seminars, symposia, workshops, conferences and for membership fees for professional bodies.

- 1) The financial support is available to attend or participate in seminars, workshops, conferences, symposium, training programmes, short term course both in virtual and offline mode, in India and abroad and also to pay membership fees of professional bodies.
- 2) The financial support covers reimbursement of the registration fee, visa fee (if applicable) and the TA/DA to encourage faculty development.
- 3) Faculty members who are permanent / on probation will be eligible to seek financial assistance to attend or participate in state or national level programmes. The faculty members should have completed at least one year of service in order to be eligible to seek financial support to attend or participate in the faculty development programmes at international level (in abroad).
- 4) Any individual faculty member can avail the maximum INR 50000/- under this financial support scheme in a particular academic year.
- 5) Any individual faculty member can attend the maximum either two state / national level or one international level (in abroad) conferences / workshops / symposiums in a particular academic year.
- 6) Financial support to attend international conferences or development programmes in abroad is limited to one programme once in two years by a faculty.
- 7) Any individual faculty member can avail the maximum two financial reimbursements under this financial scheme for membership fee of professional bodies in a particular academic year.
- 8) Any individual faculty member can avail the maximum total INR 10000/- under this financial scheme for membership fee of professional bodies in a particular academic

year.

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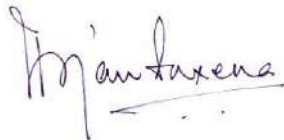
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#### IV. Procedure

- 1) Eligible faculty members should send their duly signed applications with all relevant details to the Office of Pro-Vice Chancellor along with recommendation of the concern reporting Manager and School Dean at least seven days in advance with respect to state / national level programmes and 45 days in advance for international level programmes.
- 2) The faculty should ensure that the teaching responsibilities are not affected.
- 3) A Committee chaired by Vice Chancellor will scrutinize the need and relevance to attend the programme.
- 4) Within two weeks of returning from the conference, the concern faculty should submit a report of the activities.
- 5) All bills, tickets, boarding passes etc. should be submitted for reimbursement purpose within two weeks.
- 6) Faculty members should also submit a report of conference attended, photographs and certificates received.
- 7) Any award received should also be communicated with relevant certificates.



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