


Financial Support Policy Report for ICEEM College

- **Introduction:** International Centre of Excellence in Engineering and Management (ICEEM) College is a self-financed institution committed to the academic and professional development of its staff. Despite the lack of government and external funding, ICEEM College prioritizes the welfare of its faculty by providing financial support for attending conferences, seminars, and training programs aimed at enhancing academic skills. This policy report outlines the aims, objectives, and detailed policies for financial support to teaching staff, ensuring their continuous professional development.
- **Aims and Objectives:**
 - **Aims**
 - **Professional Development:** Enhance the academic and professional skills of the teaching staff.
 - **Academic Excellence:** Promote academic excellence through continuous learning and exposure to the latest developments in various fields.
 - **Staff Welfare:** Demonstrate the institution's commitment to the welfare and growth of its staff.
 - **Institutional Reputation:** Improve the college's reputation by encouraging staff participation in national and international academic forums.
 - **Objectives**
 - **Funding Allocation:** To allocate adequate funds annually for staff development activities.
 - **Support Mechanism:** To establish a clear and transparent mechanism for applying and receiving financial support.
 - **Inclusive Participation:** To ensure all eligible teaching staff have the opportunity to benefit from financial support.
 - **Accountability:** To maintain accountability and transparency in the utilization of financial resources for staff development.


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• Financial Support Policy

1. Eligibility Criteria

○ Objectives:

- Define clear criteria for eligibility.
- Ensure equal opportunities for all teaching staff.

○ Policies:

- **Employment Status:** Only full-time teaching staff who have completed at least one year of service at ICEEM College are eligible to apply.
- **Relevance:** The conference, seminar, or training program must be relevant to the applicant's field of teaching or research.
- **Frequency:** Financial support can be provided once per academic year to an individual staff member.

2. Application Process

○ Objectives:

- Streamline the application process.
- Ensure timely processing of applications.

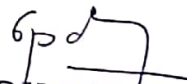
○ Policies:

- **Application Form:** Develop a standardized application form for financial support requests.
- **Submission Deadline:** Applications must be submitted at least three months prior to the event.
- **Supporting Documents:** Applicants must provide event details, a statement of purpose, and an estimated budget.
- **Review Committee:** Establish a review committee to assess and approve applications based on predefined criteria.

3. Funding Allocation and Limits

○ Objectives:

- Allocate funds judiciously.


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Set clear limits on the financial support provided.

o **Policies:**

- **Annual Budget:** Allocate a specific annual budget for staff development, reviewed and approved by the college's financial committee.
- **Funding Limits:** Set maximum funding limits per event, covering registration fees, travel, accommodation, and daily allowances.
 - **Local Events:** As per requirement.
 - **National Events:** As per requirement.
 - **International Events:** As per requirement.

4. Reimbursement Process

o **Objectives:**

- Ensure timely reimbursement of expenses.
- Maintain accountability and transparency.

o **Policies:**

- **Pre-approval:** Obtain pre-approval for estimated expenses from the review committee.
- **Expense Submission:** Submit all receipts and a brief report on the event within two weeks of return.
- **Reimbursement Timeline:** Process reimbursements within 30 days of submission.

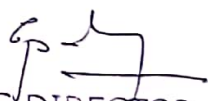
5. Monitoring and Evaluation

o **Objectives:**

- Monitor the effectiveness of the financial support policy.
- Evaluate the impact on staff development and institutional growth.

o **Policies:**

- **Post-event Report:** Require a post-event report from the attendees, detailing their own and potential applications.
- **Feedback Survey:** Conduct annual surveys to gather feedback from staff on the financial


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support policy and its impact.

- **Annual Review:** The review committee will conduct an annual review of the policy's effectiveness and make necessary adjustments.

• Implementation and Monitoring

○ Implementation Plan

➤ Policy Development and Approval

1. Finalize the financial support policy and application forms.
2. Obtain approval from the college's board of trustees.
3. Communicate the policy to all teaching staff.

➤ Application and Allocation

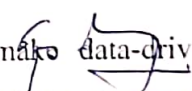
1. Open the application process for staff.
2. Review and approve applications on a rolling basis.
3. Allocate funds as per approved applications.

➤ Review and Adjustment

1. Collect post-event reports and feedback surveys.
2. Conduct an annual review meeting to assess the policy's impact.
3. Make adjustments to the policy based on feedback and review outcomes.

• Monitoring and Evaluation

- **Quarterly Reviews:** Conduct quarterly reviews of the applications received, funds allocated, and events attended.
- **Annual Report:** Prepare an annual report summarizing the financial support provided, events attended, and feedback received.
- **Continuous Improvement:** Use the findings from the annual report to make data-driven improvements to the policy.


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The financial support policy at ICEEM College is designed to foster the professional development of teaching staff, ensuring they remain at the forefront of academic excellence. By providing financial assistance for attending relevant conferences, seminars, and training programs, ICEEM College not only invests in the growth of its staff but also enhances its institutional reputation and academic standards. Regular monitoring and a commitment to transparency will ensure the effective and equitable implementation of this policy

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