



Estd. 1990

IMS GHAZIABAD

(UNIVERSITY COURSES CAMPUS)

Status of 12(B) by UGC

Policy for Financial Support to Teaching and Non-teaching Staff

For Academic and Professional Development Activities

INTRODUCTION

IMS Ghaziabad (University Courses Campus) is committed to fostering continuous academic and professional growth of its teaching and non-teaching staff. The IQAC of IMS encourages participation in Faculty Development Programmes (FDPs), Refresher Courses, Orientation Programmes, Workshops, Seminars, and other academic engagements. In line with this commitment, the college provides financial support to its staff members as a means to enhance competencies, stay updated with emerging trends, and contribute to quality teaching and institutional excellence.

POLICY OBJECTIVES

- To offer financial assistance for participating in training and academic programmes like FDPs, Orientation/Induction Programmes, Refresher Courses, Workshops, Seminars, etc.
- To support membership in professional and academic bodies.
- To promote an environment of continuous learning and professional growth.
- To enhance the teaching-learning process through updated and enriched academic input.

POLICY COVERAGE & SCOPE

This policy applies to all full-time teaching and non-teaching staff members of IMS Ghaziabad (University Courses Campus) seeking financial support for:

- Registration fees for academic programmes and conferences
- Membership fees for academic/professional bodies
- Reimbursement of travel/stay (if applicable and approved in advance)
- Participation in academic events hosted within or outside the institution



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FEATURES OF THE POLICY

Instituted by:

- Internal Quality Assurance Cell (IQAC)

Funded by:

- IMS Ghaziabad (University Courses Campus)

Eligibility:

- Full-time faculty and staff with a minimum of one year of service (exceptions can be considered at the discretion of the Director/Principal)

Nature of Support:

- Reimbursement of registration/membership fees upon due approval
- Provision of Duty Leave/Academic Leave for attending approved programmes
- Full waiver of registration fee for internal programmes organized by IMS UCC

PROCESS AND PROCEDURE

1. Application for Permission

The faculty/staff member must apply to the Principal/Director through the proper channel, at least two weeks in advance, providing:

- Name and details of the programme
- Objectives and expected benefits
- Duration and venue
- Expected cost

2. Approval & Leave Sanction

- Upon preliminary approval, the individual can proceed with applying for duty leave and/or NOC.



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3. Participation & Documentation


- After attending the event, the individual must resume duty and submit:
- Certificate of participation/completion
- Original receipts for expenses
- Copy of the leave order/NOC
- Joining report

4. Final Submission & Reimbursement

- Submit a formal request for reimbursement with all required documents to the IQAC/Accounts Department.
- Final approval lies with the Principal/Director.
- On verification, the Accounts Department will reimburse the approved amount.

TERMS AND CONDITIONS

- All reimbursements are subject to fund availability and prior approval.
- Only programmes relevant to professional/academic development are eligible.
- Any false claim or incomplete documentation will lead to rejection of the application.
- The policy is subject to annual review by the IQAC.


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