



## VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

An ISO 9001:2015 Certified Institute Approved by AICTE, Affiliated to JNTU Kakinada, AP

Phone: 0866-2844444, Email: [vijayatechfw@gmail.com](mailto:vijayatechfw@gmail.com) Website: [www.vitw.edu.in](http://www.vitw.edu.in)

College Code: NP, Enikepadu, Vijayawada-521108

### **6.3.2(1): Financial Assistance Policy to attend FDP / Workshop / Seminar / Conferences / Symposia / Professional Bodies / Memberships**

#### **Introduction**

Vijaya Institute of Technology for Women (VITW) is a pioneering institution committed to impart impeccable quality education to women students in the state of Andhra Pradesh. To achieve this goal improving faculty knowledge and skill is vital. Hence, the institution is decided to provide financial assistance to those faculty who are attending the FDP/Workshop/Seminar) and to publish articles in research journals/magazines.

#### **Objectives:**

1. To provide financial support to those faculty who are in pursuit of enhancing knowledge and skill by way of attending FDP/ Conferences/ Workshop/Seminar/Symposia.
2. To contribute to the development of faculty in turn to the development of students.
3. To facilitate MOU with National and International Institutions of repute.
4. To Provide Support for those faculties who register in Professional societies / bodies / associations in order to have Professional excellence and recognition.
5. To achieve the overall development of institution.

#### **Eligibility**

1. All the Faculty who have successfully finished probation period and put up minimum of one year service in the institution.
2. Those who are actively pursuing research in any recognized university viz: state/central Universities IISER/NIT/IIT's etc.
3. Those who have got any Research Projects from CSIR/DRDO/DST etc will be given special Casual Leave.
4. Faculty delivering key note addresses/guest lecturers etc.
5. Faculty who are acting as Chairperson or Judges in any FDP/Workshop/Seminar/Conferences/Symposia etc.





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6. Those who are invited under International Collaboration exchange Programs.

7. Those who attend International conferences are awarded 50% travel grant and Conference fee.

Note: However, Mere Participation and Poster Presentation in absentia presentations are not eligible to get Financial Assistance.

### How to apply for Financial Assistance

1. Faculty should apply at least two weeks before the occurrence of the Event.
2. Should be through proper channel. i.e Through HOD and Principal.
3. Applicant must submit the application with all relevant information.
4. Workload of the faculty must be adjusted without any impact on the students.
5. In case of Multiple applications are received preference will be given to those applicants who had more experience and the reputation of the Institution where the candidate is participating is taken into account for granting the permission.
6. Multiple Applicants can also be allowed for same event under some special circumstances with prior approval of the concerned HOD, provided workload is properly adjusted.

*G. Chinn*

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