

MOHAMED SATHAK TRUST

Registered as a Society under the Societies Registration Act as No. 336 of 1973



Old No. 6/1, New No. 11,
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19.12.2022

POLICY DOCUMENT

FINANCIAL SUPPORT FOR FACULTY.

TITLE:

Support for the faculty to upgrade their academic Potential/Knowledge.

CONTEXT:

The IQAC of the college fosters and sustains a work culture wherein the faculty are encouraged to up-skill themselves and enhance their intellectual acumen. In order to streamline the requests from the faculty for financial support to attend various activities, this policy is implemented for smooth and equitable disbursement.

POLICY STATEMENT:

To encourage academic enrichment and capacity building among faculty members, financial support and on-duty leave is provided to attend various academic activities.

POLICY PURPOSE AND OBJECTIVE:

1. To enhance the academic credentials and career advancements, faculty are encouraged to participate in seminars, workshops, faculty development programs, and other training sessions.
2. To encourage faculty engagement in extension activities, presenting research papers at conferences, filing patents and copyrights, participating in entrepreneurial training, consultancy, and delivering lectures as resource persons.
3. To motivate faculty to join professional bodies and academic societies for their career advancement.
4. To nurture in the cutting-edge technology the faculty are instructed to undergo industrial training and engage in skill development activities

Eligibility: Permanent teaching staff of the college

Major categories for providing financial support:

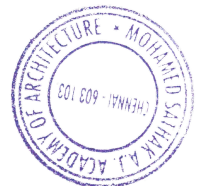
1. Teaching learning related activities.
2. Research activities.
3. Professional development activities.

For MOHAMED SATHAK TRUST

Chairman

Dr. Ramee Vedamuthu
Director

Md.Sathak A.J. Academy of Architecture
Egattur, Chennai - 603 103.



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PROCESS

1. The faculty need to submit a written request to the Director seeking permission to attend the activity.
2. The permission / approval will be granted by the Director.
3. The faculty will be eligible to avail on-duty (OD) leave for the day of activity.
4. The Accounts Department will pay/ reimburse the expenses after verification of the documents.
5. Upon the completion of the end of the event, faculty should submit the report and certificate to IQAC.

BENEFITS

1. Faculty will be able to update their knowledge and academic credentials
2. Faculty will be able to discriminate the knowledge gained among the students to know the trends in the technology/social/Industrial requirement
3. Faculty will be able to deliver add on courses/ motivate the students to participate in various competitions.

For MOHAMED SATHAK TRUST

[Signature]
Chairman

[Signature]

Dr. Ranee Vedamuthu
Director

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