

# Incentivisation Policy





## Internal Quality Assurance Cell

### **RAMA DEVI WOMEN'S UNIVERSITY**

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## **1. Policy on Providing Financial Support to Attend Conferences / Workshops and Towards Membership Fee of Professional Bodies Policy**

Rama Devi Women's University is known for its women-centric academia-skill oriented courses for women to meet contemporary socio-economic requirements through the development and application of knowledge. The University believes in research-based learning for a quality education; hence it is very important for a teacher to be research oriented to achieve this purpose. Teaching learning process has undergone significant change in recent years and Rama Devi Women's University values the importance of research based academic knowledge and the quality of its faculty members so as to make the learning outcomes more productive. This policy is to support financially to teaching faculty to attend conferences/workshops and for the payment of membership fees of professional bodies delivers a set of guidelines for availing the said benefits from the University and is applicable to all the full-time permanent faculty members teaching at both UG and PG level.

## **2. Scope**

The financial support to attend Conferences/Workshops and towards Membership Fee of Professional Bodies will be applicable to all the full-time permanent faculty members of University departments of RDWU. Faculty members who have completed at least one year of service will be eligible to seek financial support to attend or participate in the recommended conferences/workshops and towards membership fee of professional bodies. The outcome of such interactions and interventions would improve faculty member's professional and personal academic outreach achievements.

## **3. Policy Guidelines**

RDWU is in the process of earmarking a fixed sum of rupees in every year budget towards reimbursement of amount spent on attending various faculty development programmes, seminars, symposia, workshops, conferences and for membership fees for professional bodies.

- a. The financial support is available to attend or participate in seminars, workshops, conferences, training programmes only in offline mode and also to pay membership fees of recognised professional bodies.
- b. The financial support covers reimbursement of the registration fee to encourage faculty development.
- c. 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 state/national level.

- d. Faculty members who are permanent will be eligible to seek financial assistance to attend or participate in national or international programmes.
- e. Only 20% of the faculty in a department can avail this facility in a year.
- f. Faculty members are provided funding on rotation basis.
- g. Financial support to attend International conferences or development programmes is limited to one programme once in four years by a faculty.

#### **4. Procedure**

- i. Applications should be sent to the Registrar duly signed by the HOD at least 10 days in advance with respect to national level programmes and 45 days in advance for international level programmes.
- ii. The faculty should ensure that the teaching responsibilities are not affected.
- iii. A Committee is set up to scrutinise the need and relevance to attend the programme.
- iv. Within a week of returning from the conference, the faculty should submit a report of the activities.
- v. All relevant bills, duly signed should be submitted for reimbursement purpose within a week.
- vi. Faculty members should submit a report of conference/workshops attended, photographs and certificates received.
- vii. Faculty members should also submit a copy of fees/receipt membership fees for professional bodies and certificate of recognition from the professional body.
- viii. Any award received should also be communicated with relevant certificates.

## Annexure 1

Application for Attending International /National/ State Conference/ Workshop/ Symposia/Training.

Name	
Department	
Date of the Event	
Role of the applicant in the Event	
Duration of the Event	
Financial assistance (relevant document)	
Number of events attended during the current year	
Type of leave availing currently	
If Advance Amount is claimed currently, submit:  (i) Copies of acceptance letter from the organizer of the conference  (ii) Attach Abstract of the paper to be presented and accepted by the organizer of the conference (upto 300 words).	