



ALIET/20018-19/01

Financial Support

POLICY

for Providing Financial Support to Teachers

Scope of Financial Support:

To facilitate the teaching staff to attend training programmes like Conferences/Workshops/Refresher Courses/ Orientation Courses/Faculty Development Programmes, Guest lectures etc.

Objectives:

To encourage and support the staff for academic growth and career advancement. To enhance their skill and knowledge for the benefit of the student community.

Finance:

- Seed money is given to Ph. D scholars.
- Financial loan assistance is given to the staff.
- Education fee assistance is given to staff's children.

- Bank and ATM facility is available on the campus.
- Non-teaching staff members are covered under ESI and EPF.
- Research support is given (M. Phil or Ph. D) through library facilities, equipment, infrastructure and other needed support.

Other Facilities:

- The institute has the following welfare measures for the teaching and non-teaching staff:
 - Employees whose salaries are below Rs. 15000 per month, are covered under EPF.
 - Non-teaching staff members are covered under ESI
 - Interest free loans are given to deserving non-teaching staff members.

Food is served in the canteen at a concessional price.

Travel Allowance:

- On a case-by-case basis, travel allowances /registration costs to attend conferences/workshops/training programmes will be reviewed, and the following factors may be considered:
 - If the faculty member is a resource person, speaker, chairperson, or panellist.
 - If the paper is accepted for presentation or is selected for presentation in the rewards area.
 - A faculty member may be delegated to attend a conference.
- The deputy teachers will be entitled to the following benefits:
 - Delegate fee prescribed for the event organiser.
 - Allowance for travel till the duration of the event.
 - Days spent on seminar/conferences, meetings, and travel will be counted as full daily allowance, with the exception of the day of departure from the head-quarters and the day of arrival at the head-quarters, which will be counted as half daily allowance.
 - Leaves will be given considered as (on duty)

The applications for this sort of leave will be reviewed by the college/institution on the following grounds:

- The training/nature fellowships.
- The candidate's suitability for the type of training.
- The candidate's professional development and the department's needs.
- The extent to which it will assist the college or institution.

- The principal will sanction the leave, based on the specific nature of the application.

The following sub classifications are formed and brought under the jurisdiction of the above committee under the broad category of study leave.

- Short Term Study Leave
- Long Term Study Leave
- Sabbatical Leave

Short Term Study Leave: After successfully completing short term service, a permanent teacher may be sanctioned for a short-term vacation for up to one months with or without pay for training in India or abroad.

Long Term Study Leave: After successfully completing at least five years of employment at the college, a permanent teacher becomes eligible for this form of leave under the following conditions:

- If the teacher is chosen for advanced studies in the subject in which he or she is teaching, with the principal's prior approval.
- The candidate will send a copy of the order admitting him or her to the course, as well as a copy of the letter detailing the stipend/fellowship or any other financial assistance that will be received while on study leave.
- For the periods of study leave, the teacher will be eligible to annual increments and his or her seniority will be maintained.
- In the event that the teacher breaches the agreement and is unable to serve the college for the specified period, he must reimburse the college for the amount of salary, interest, and other expenses incurred by the teacher or paid to him/her in connection with the course of study.

Sabbatical Leave: A teacher's maximum sabbatical leave is till the completion of the assigned task or study as per stated by the college authorities.

- For the purposes of sabbatical leave, the term of sabbatical leave shall be counted as continued service in the college.
- During sabbatical leave, donations to the provident fund are permitted according to the rules. When a teacher's sabbatical leave ends, he or she will be compelled to return to work at the college.

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