FACULTY PROFESSIONAL DEVELOPMENT SUPPORT POLICY

Document Number	:	IQAC-R&D/120/71
Document Name		Faculty Professional Development Support
Policy Category	:	R&D Policy
Version Number	:	2.0
Effective Date	:	1st July 2026
Applicable to	:	All internal staff (teaching and non-teaching) of AMGOI
Prepared By	:	Dean, R&D
Reviewed By	:	Dean, R&D
Approved By	:	Director & Campus Director, AMGOI

1. Purpose

To provide a transparent framework for encouraging and supporting faculty participation in seminars, research workshops, Faculty Development Programmes (FDPs) and NPTEL courses for continuous professional development.

2. Objectives

The objectives of this Policy are to:

1. Enhance faculty knowledge, technical competence, teaching effectiveness and research capabilities.
2. Encourage participation in relevant seminars, research workshops and FDPs.
3. Promote online learning and certification through NPTEL courses.
4. Define eligibility, financial support, leave provisions and the approval procedure.

3. Scope

This policy applies to all full-time teaching faculty members of AMGOI across departments. It covers participation in seminars, research workshops, FDPs and NPTEL courses relevant to academic, research, professional or institutional development.

4. Policy Guidelines

4.1 Seminars, Research Workshops and FDPs

- Financial support shall be 50% of the registration fee or ₹1,500, whichever is lower.
- A faculty member may avail this benefit up to two times in an academic year.
- The participation certificate shall carry the institutional affiliation "AMGOI Vathar".
- Duty leave shall be considered for the working days of the FDP, subject to prior approval and institutional leave procedures.
- The programme shall be relevant to the faculty member's discipline, teaching, research or institutional responsibilities.
- Support shall be subject to documentary verification, recommendation by the R&D Cell and approval by the competent authority.

4.2 NPTEL Courses

- Faculty members are encouraged to enrol in relevant NPTEL courses for subject enrichment, interdisciplinary learning, teaching effectiveness and research development.
- Financial support shall be 50% of the registration fee or ₹1,100, whichever is lower.
- Duty leave shall be considered for the working days of the NPTEL Exam, subject to prior approval and institutional leave procedures.
- A faculty member may avail this benefit up to two times in an academic year.
- The participation certificate shall carry the institutional affiliation "AMGOI Vathar".
- After completion, the faculty member shall submit the NPTEL certificate and examination scorecard, wherever applicable, to the R&D Cell.
- Verified NPTEL course completion may be recorded as a faculty professional development activity.

4.3 General Conditions

- Prior permission shall be obtained before participation wherever financial support or duty leave is requested.
- The same expenditure shall not be claimed from more than one funding source.
- Faculty members shall share relevant learning outcomes with the department when requested by the HOD or R&D Cell.
- Management's decision shall be final, subject to institutional norms and availability of funds..

5. Roles and Responsibilities

Faculty claimant: Identify relevant programmes/courses, obtain prior permission, participate/complete the course and submit certificates and claims.

Concerned HOD: Verify relevance, recommend participation and make necessary academic/workload arrangements

R&D Cell Committee : Verify eligibility and documents

Dean, R&D : Verify eligibility and documents, recommend support and maintain participation and incentive records.

Director& Campus Director : Review recommendations and forward eligible claims for competent-authority approval.

Finance: Process sanctioned payments and maintain financial records.

Management: Approve, reject or seek clarification on claims; decision is final under institutional norms.

6. Review and Revision of Policy

The R&D Cell shall periodically review implementation and recommend amendments based on institutional needs and the experience of processing claims.

Any amendment, clarification of ambiguous financial provisions or change in incentive amounts shall take effect only after approval by the competent authority.

Management's decision shall be final.

7. Annexures/Supporting Documents

1. Annexure A – Application for permission/ HOD Remark on application to attend a seminar, research workshop or FDP .
2. Annexure B – Programme brochure/invitation showing title, dates, organizer and registration fee.
3. Annexure C – Registration receipt and payment proof, wherever financial support is claimed.
4. Annexure D – Participation/completion certificate showing AMGOI Vathar affiliation, wherever applicable.
5. Annexure E – NPTEL course details, completion certificate and examination scorecard, wherever applicable.
6. Annexure F – Financial support claim form and approval record.

8. Standard Operating Procedure (SOP)

1. Submission: Faculty member submits the prescribed form and supporting documents to the R&D Cell.

2. Departmental scrutiny: HOD checks completeness and provides recommendation.

3. Technical verification: R&D Cell committee Member verifies the journal/conference/book category, indexing, affiliation, author list and duplicate-claim status.

4. Recommendation: Dean, R&D records the recommendation and any clarification required.

5. Approval: Director and Campus Director review the claim and approve or reject it.

6. Disbursement: Finance/Administration processes the approved amount in accordance with institutional procedures.

7. Record closure: R&D Cell records the decision and payment reference and retains supporting evidence.

Dr. Mrs. V. K. Thombare
Dean, R&D

DEAN
RESEARCH & DEVELOPMENT
SHRI BALASAHEB MANE SHIKSHAN PRASARAK MANDAL'S
ASHOKRAO MANE GROUP OF INSTITUTIONS

Dr. Mrs. S. R. Chougule
DIRECTOR
Shri Balasaheb Mane Shikshan Prasarak Mandal's
Ashokrao Mane Group Of Institutions
Vathar Tarf Vadgaon, Tal. Hatkanangale
Dist. Kolhapur, Maharashtra - 416112

Dr. Mrs. S. R. Chougule
Director

Dr. P. B. Ghewari
Campus Director

CAMPUS DIRECTOR
SHRI BALASAHEB MANE SHIKSHAN PRASARAK MANDAL'S
ASHOKRAO MANE GROUP OF INSTITUTIONS
Vathar Tarf Vadgaon, Tal. Hatkanangale, Dist. Kolhapur, M.S. 416112