



Amrutvahini Sheti & Shikshan Vikas Sanstha's
**Amrutvahini Institute of Management &
Business Administration, Sangamner**

(Permanently Affiliated to Savitribai Phule Pune University and Approved by AICTE New Delhi)

DTE CODE - 5324

NAAC Accredited

ISO 9001 : 2015 Certified Institute

SPPU CODE - 0581

Ref. AIMBA / PAP.

Title: Financial Assistance Policy

Date : / /20

Policy Statement/Objective:

To establish guidelines for providing financial assistance, including loans and reimbursements, to employees of organization.

Scope: This policy applies to all employees of the Institute.

Definitions:

Financial Assistance: Any form of direct, insured, or guaranteed loan, grant, or other direct or indirect assistance provided by the employer to its employees.

TA & DA: Travel Allowance and Daily Allowance.

FDP: Faculty Development Program.

UGC: University Grants Commission.

Scopus / Web of Science / ABDC: Academic databases.

Responsibilities:

The authority is responsible for discretion regarding reimbursements and loans.

Employees are responsible for adhering to the policy guidelines.

Procedures/Guidelines:

Policy for Teaching Staff:

1. 100% reimbursement of registration fees, including TA & DA, for participating in Seminars, Conferences, Workshops, Professional Body Membership and FDP.
2. Reimbursement limit of up to Rs.15,000 per year for National and International events in India.
3. Discretionary reimbursement policy for events outside India.
4. 100% reimbursement for publishing papers in specified journals (one in UGC-listed journals and one in Scopus / Web of Science / ABDC). Maximum limit of Rs. 7,000 per year.

Policy for Non-Teaching Staff:

1. 100% reimbursement of registration fees for Seminars, Workshops, Conferences, and FDP.
2. Reimbursement limit of Rs.10,000 per year for National and International events in India.

Compliance: Compliance with this policy will be monitored by HOI

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Exceptions/Waivers: Exceptions or waivers to this policy may be granted under exceptional circumstances, subject to approval from HOI

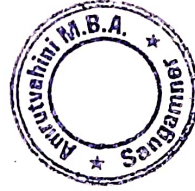
Communication: This policy will be communicated to all Teaching and Non-Teaching staff members through HOI/DA/CEO

Training and Awareness: Training programs and awareness initiatives related to this policy will be conducted periodically.

Review and Revision Process: This policy will be reviewed after every three years,

References:

Nil



Dr.B.M.Londhe
Director [HOI]