



# ST. ALOYSIUS' COLLEGE

AUTONOMOUS  
JABALPUR- 482001  
MADHYA PRADESH, INDIA

## CRITERION-6

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

Key Indicator – 6.4



Financial Management & Resource Mobilization

Metric No.: 6.4.2

Funds / Grants received from government bodies, non-government  
bodies, and philanthropists

Document Name

Institutional Policy for Distributing Grants and Funds

## **Institutional Policy for Distributing Grants and Funds**

### **Objective:**

To establish a clear and transparent process for distributing grants and funds to faculty members for attending conferences, workshops, faculty development programs, seminars, and membership fees.

### **Eligibility Criteria:**

#### **1. Faculty Status:**

- Full-time faculty members.
- Part-time and adjunct faculty may be considered based on the availability of funds and the relevance of the event to their academic responsibilities.

#### **2. Event Relevance:**

The event must be directly related to the faculty member's field of expertise or academic responsibilities.

Preference will be given to events that offer significant professional development or opportunities for collaboration.

#### **3. Type of Events Covered:**

- National and international conferences.
- Workshops and training programs.
- Faculty development programs.
- Seminars and symposiums.
- Membership fees for academic and professional organizations.

### **Funding Sources:**

#### **1. Government Bodies:**

- Grants and funds received from government agencies.
- Special government schemes and programs aimed at faculty development.

#### **2. Non-Government Bodies:**

- Grants from private organizations, foundations, and trusts.
- Institutional funds allocated for faculty development.

### **Application Process:**

**1. Submission of Application-** Faculty members must submit a detailed application at least a month before the event.

- The application should include event details, relevance to the faculty member's work, and a budget estimate.

### **2. Documentation Required**

- Event invitation or brochure.
- Proof of acceptance (for conferences, if applicable).
- Detailed budget including registration fees, travel, accommodation, and other expenses.

### **3. Approval Process:**

- Applications will be reviewed by a Faculty Development Committee.
- Priority will be given to applicants who have not received funding in the past year.
- Decisions will be based on the relevance of the event, availability of funds, and the applicant's contribution to the institution.

### **Funding Limitations:**

#### **1. Amount:**

- Maximum funding amount per faculty member per year.
- Specific caps on registration fees, travel expenses, and accommodation.

#### **2. Frequency:**

- Limit on the number of events a faculty member can attend using institutional funds per academic year.

### **Obligations of Recipients:**

**1. Post-Event Report-** Faculty members must submit a report detailing the benefits and outcomes of attending the event.

- Presentation of acquired knowledge in a departmental meeting or seminar.

**2. Financial Accountability-** Submission of original receipts and a detailed expense report.

- Any unspent funds must be returned to the institution.

### **Evaluation and Review:**

#### **1. Annual Review:**

- The Faculty Development Committee will conduct an annual review of the policy.
- Adjustments will be made based on feedback, fund availability, and changing needs.

#### **2. Feedback Mechanism:**

- Faculty members are encouraged to provide feedback on the funding process.
- Continuous improvement of the policy based on user experiences and suggestions.

By following this policy, the institution aims to ensure fair and efficient distribution of funds, promoting the professional growth of faculty members and enhancing the academic reputation of the institution.



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