

POLICY for FDP / TTP / FDP / CONFERENCE / SEMINAR /WORKSHOP

Purpose:

SMEF's Brick School of Architecture would like to encourage its academic community to attend & participate in Faculty Development Programs (FDPs), Teachers Training Programs (TTPs), Conferences, Seminars, and Workshops organized by the Council of Architecture (COA) and other recognized institutions or organizations. Additionally, faculty members shall engage in research activities related to their core teaching areas and produce scholarly outputs such as research papers, articles, or reports.

To support these endeavours, clear guidelines shall be established to provide financial assistance to faculty members for academic expenses incurred in attending FDPs, TTPs, and Conferences conducted by the COA or other recognized organizations.

This policy aims to foster academic growth, promote research excellence, and support the professional advancement of faculty members and applies to all full-time faculty members who have completed minimum one year of their service at SMEF's Brick School of Architecture.

For this purpose, the following guidelines will apply:

- All the faculty members should obtain preapproval from Principal to attend any of the events by submitting application form duly recommended by their Vice Principal / Academic Co-ordinator.
- Financial assistance from SMEF's Brick School of Architecture will be provided as per the allotted budget for the respective academic year. A fixed maximum amount is determined for each faculty member, which may be reviewed as needed. However, faculty will also be encouraged to apply to other funding agencies.
- All approvals for one of these events / programs will be accorded along with duty leave.
- The leave for the above vary from case to case, depending on the duration and location and with prior sanction from the Principal / Vice Principal.
- Partial Grants / lump sum amount approvals may also be accorded depending upon financial position / assistance being given by organizers.
- In case there is a fully sponsored invitation, the Principal / Vice Principal may allow the faculty member to participate in the FDP / TTP / RDP / conference/seminar /Workshop with no financial commitment from the Institute.



1. Faculty Development Programs, Teachers Training Programs & Research Development Programme:

- a) Faculties can avail opportunities to attend FDPs / TTP's every semester by being nominated for the programs conducted by COA-TRC. Faculty who avail this facility must submit a copy of the certificate of completion once the FDP / TTP/ RDPs has concluded.
- b) Any other FDPs / TTP's / RDPs attended by the faculty that are conducted by other institutions/organizations will be partially/fully reimbursed from the allocated budget upon producing the payment invoice and the certificate of attendance.
- c) Costs of any FDPs / TTPs / RDPs conducted by the institute for the faculty will be incurred by the institute itself.

2. Conferences Seminars and Workshops:

- a) All faculties are entitled to receive a full/partial reimbursement towards the registration expenses of national and international conferences and workshops apart from OD leave with prior sanction from Principal.
- b) A proof of attendance such as certificates, payment invoice etc needs to be produced at the time of claiming.
- c) Any other monetary assistance for travel and accommodation will be considered once the costs are approved by the Director / Principal.

3. Study Tour, On- Field Documentation and On-Field Workshop:

All Faculties are entitled for an OD Leave, for the following cases:

- a) Accompanying Students for Study Tours.
- b) Accompanying students for Visiting sites for On-Field Documentation in preparation for a studio course.
- c) Attending On- Field Workshops along with students to gain expertise in a certain domain, in preparation for a studio Course.

