



Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF APPLIED ART

(Approved by A. I. C. T. E., Affiliated to University of Mumbai)

Shri. Hitendra V. Thakur
President

Ms. Aparna P. Thakur
Secretary

Mrs. Sangita S. Patil
I/C Principal

Ref. : VIVA /Applied Art / 89 /20 23 - 24

Date : 05/12/2023

Financial assistance policy for faculty members in VIVA Institute of Applied Art

Purpose:

This policy's objective is to give faculty members at VIVA Institute of Applied Art financial support in the event that they encounter financial difficulties or require assistance in order to pursue opportunities for professional growth.

Scope:

Faculty members will be inspired and motivated by this policy to stay up to date on the most recent findings and information in their particular fields of study. They will be able to network and share ideas and information with professionals in their field thanks to this professional enrichment. The students will be able to apply the knowledge they acquire throughout the process, which will help them become professionals prepared for the future.

The primary focus areas will be:

- Membership of professional bodies like IPA, APTI etc. of national and international repute.
- Presentation of research papers in conferences and seminars.
- Participating in orientation and refresher courses, faculty development programs, and workshops.
- Publication of study and review articles in UGC-CARE-listed journals.

Objective:

The following goals are being outlined in the policy:

- To inspire and help academic staff members establish connections with global subject matter experts.
- To enable the dissemination of research findings through paper presentations.
- Helping faculty members with attending workshops, orientation courses, refresher courses, and faculty development programs.
- To increase the visibility of novel research concepts by publishing them in the UGC-CARE list.

Eligibility:

Faculty members who wish to receive financial aid must fulfill the following requirements:

Have worked for VIVA Institute of Applied Art for a minimum of one year.

Provide evidence of a strong need for professional development support, such as financial need.

Possess a work performance history that is satisfactory.



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Types of financial assistance:

The following types of financial assistance may be available to eligible faculty members:

- Emergency funding for unexpected expenses or unexpected financial hardship
- Support for professional development opportunities, such as conference attendance or coursework

Application process:

Faculty members interested in applying for financial assistance must submit a written request to the Principal. The request should include a detailed explanation of the financial need or professional development opportunity, as well as any supporting documentation.

Decision making:

Decisions on financial assistance requests will be made by the Principal, in consultation with the Management Committee.

Confidentiality:

Information regarding financial assistance requests and decisions will be kept confidential.

Appeals:

Faculty members may appeal a decision on their financial assistance request by submitting a written appeal to the Principal within 30 days of the decision. The appeal should include any new information or circumstances that were not previously considered.

Review and revision:

This policy will be reviewed and revised as needed to ensure its effectiveness and alignment with the VIVA Institute of Applied Art's goals and values.

IQAC Coordinator



Principal

PRINCIPAL

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