



A J INSTITUTE OF MANAGEMENT

A unit of Laxmi Memorial Education Trust[®]

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)



Criterion 6

6.3.2. Policy Document

A J INSTITUTE OF MANAGEMENT

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POLICY DOCUMENT FOR FINANCIAL SUPPORT TO TEACHERS

At A J Institute of Management, we are committed to promoting excellence in education and fostering a culture of continuous improvement. To uphold our core value of quality education, we recognize the significance of supporting our faculty's professional development. This policy outlines the framework for providing financial assistance to our teachers to enhance their skills, stay updated with the latest teaching methodologies, and contribute to scholarly research.

Objective:

The primary objective of this policy is to facilitate the professional growth of our teaching staff by offering financial support for activities that contribute to their ongoing development, including participation in seminars, workshops, conferences and publishing research papers

Scope of Financial Support:

The teachers are provided with financial support for professional development activities like:

- Participating in seminars, workshops and conferences
- Publishing research papers in UGC-CARE listed journals
- Being awarded Ph. D. degree

This policy applies to all full-time teaching staff at A J Institute of Management.

Deputation to National Conference / Workshop / FDP

- A faculty can participate in two international conferences/seminars/workshops and two national conferences/seminars/ workshops during an academic year.
- Only a confirmed member of the faculty and with a minimum of one year of service at AJIM is eligible to participate in these conferences/seminars/workshops. However, for the first year of service, a faculty may attend these conferences/seminars/workshops and may be considered for special permission from the head of the Institution.



- Eligible faculty members may be given a grant of up to Rs. 5,000/- per year on reimbursement on an actual basis for registration and travel expenses of National Conference / Workshop / FDP.
- A faculty will be eligible to get a maximum of 10 days of academic leave to attend the Conference / Workshop / FDP in an academic year.

Deputation to International Conference / Research Methodology Workshop

- Eligible faculty members may be given a grant of up to Rs. 40,000/- once in three year on a reimbursement on an actual basis. Faculty members who are on regular full-time employment for more than 6 years with the Institute will be eligible for participation at the International Conference / Workshop subject to fulfilment of other eligibility conditions and selection criteria as approved from time to time and shall be limited by the budgetary allocations.
- The faculty member shall be required to sign a bond on a judicial stamp paper in a prescribed format to serve the Institute at least for 02 (two) years if he/she attends the international conference however if the faculty member tends to leave the job before 02(two) years, he/she will be required to pay to the Institute a sum equivalent to complete cost of participation paid by the Institute.

Calculation of Monetary Incentives.

Journal Category	Incentives
UGC Care listed the journal	Rs. 3,000.00
ABDC 'A' or ABS 1 or Scopus Q4 or WoS	Rs. 7,000.00
ABDC 'A' or ABS 2 or Scopus Q3	Rs. 10,000.00
ABDC 'A' or ABS 3 or Scopus Q2	Rs. 15,000.00
ABDC A* or ABS 4 or Scopus Q1	Rs. 25,000.00
Financial Times 50	Rs. 30,000.00

Incentive benefit will be claimed as per the table given below for the authors from AJIM

Research Paper Category	Claim Distribution as per Author Position			
Single Author Paper	100%			
Two Author Paper	1st (60%)	2nd (40%)		
Three Author Paper	1st (50%)	2nd (25%)	3rd (25%)	
Four Author Paper	1st (40%)	2nd (20%)	3rd (20%)	1st (20%)

- The faculty members are required to ensure that the research journals for publishing or review are not in the predatory list of journals. The U.G.C.-approved list of journals can also be used for publication of research papers.
- The faculty members need to produce proof of publication to support their claim for research points.
- The faculty members should mandatorily write A J Institute of Management as the affiliating institute in the author details.

Director

Laxmi Memorial Education Trust

For A.J. Institute of Management

Ashitha

President / Director