



EMPLOYEE EMPOWERMENT POLICY- (Seminars/Conferences/Workshops/FDP/Training)

Introduction

The Empowerment Policy implemented at International Institute of Management Science is specifically formulated to enhance the welfare, job contentment, and general quality of life of both the teaching and non-teaching staff. The primary goal of this policy is to establish a nurturing and all-encompassing workplace culture that appreciates the input of everyone. Emphasis on the academic competence of faculty members is of paramount importance at the Institute. To promote a culture of continuous learning, Teaching and Non-teaching staffs are encouraged to partake in subject-specific refresher courses, training sessions, short-term programs, and workshops, thereby enhancing their understanding of their respective areas of expertise. The institution actively supports faculty involvement in research endeavours by providing necessary infrastructure for the development of research laboratories. In line with a dedication to excellence, faculty members are encouraged to participate in both national and international academic conferences, which serve to enrich their teaching and research capabilities. Research constitutes a vital element of the teaching-learning and development of a higher educational institution. Research fosters the development of knowledge which is the aim of the overall system of education. Therefore, the Institution is committed to providing the best possible incentives to promote research. The Institute firmly believes that by fostering academic and research excellence among its faculty, it can make a significant contribution to the broader educational landscape and the advancement of knowledge.

Objectives

Faculty Empowerment support policy of the Institute has the following objectives:

- Promote the faculty members to attend national and international seminars/conferences/workshops/FDP/training.
- Encourage faculties (Teaching) to present their research work and interact with experts in their respective disciplines.
- Support Faculties to take membership in professional bodies.

Rules and Directives

- a) A faculty can participate annually in two international conferences/ seminars/workshops and two national conferences /seminars/workshops.
- b) Only a confirmed member of the faculty and with a minimum One year of service at IIMS is eligible to participate in these conferences/seminars. However, for the first year of service, a faculty may attend these conferences/seminars with special permission.
- c) All requests for conference/seminar participation in a national/international conference/seminar with paper presentation will be submitted on a prescribed format (Annexure 1) to the Research Committee. Copies of the abstract and acceptance letter for the paper, and official registration information specifying conference/seminar dates and fees are to be included with the request.

**YASHASWI EDUCATION SOCIETY'S
INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCE**

DTE CODE
6775

AICTE APPROVED | ISO 21001 CERTIFIED | SPPU AFFILIATED | NAAC ACCREDITED
A: IIMS, OPPOSITE ELPRO, CHINCHWAD, PUNE - 411 033. P: 020 2735 3733

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- d) Incentives in the form of payment of Article Processing Charges (APC), payment of training program fees, and other such payments shall be provided by the Institution to the researcher during the research.
- e) The faculty concerned will coordinate with and/or inform the Head of the Department in the College to appropriately take care/make arrangements of his/her activity at Institute while he/she is away for attending this conference/seminar.
- f) The Institute will bear/reimburse the full/part expenditures for registration, associated with the conference/seminar as per Yashaswi Education Society's rules on travel entitlements subject to the condition that any part of the expenses/costs are not paid for by any other agency. The number of days for travel entitlements will include the number of days of the conference/seminar attended and additional day(s) as necessary to reach the conference/seminar venue or departing after the conference/seminar is over.
- g) A copy of the full paper should be submitted to Chairman (Research Committee) before leaving for the conference/seminar.
- h) The institute-funded conference/seminar participation entitlements are subject to the condition that there will not be any effect on the individual's availability for institutional academic activities.
- i) The application for attending conferences/seminars is to be made in a prescribed form which is available with the office.
- j) If more than one faculty member is involved in research grant/consultation activity, only one faculty member can claim incentive. The said incentive should be shared amongst the other faculty members as per their involvement in the research work /consultancy.
- k) In case of sponsored Research Project through various agencies, faculties are liable to get 60% of the research grant/consulting activity. The faculty can only claim the incentive only after completion of the project and submit the relevant documents of completion. (Utilization Certificate)

Prepared by-

Name	Signature	Date
Dr. Vandana Mohanty IQAC Co-ordinator		20.12.2019

Approved by-

Name	Signature	Date
Dr. Shivaji Mundhe Director		20.12.2019
Mr. Vishwesh Kulkarni President-Yashaswi Group		20.12.2019.

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Yashaswi Education Society's

International Institute of Management Science

Approved by AICTE, Affiliated to Savitribai Phule Pune University

Recognised by DTE, Government of Maharashtra,

NAAC Accreditation & ISO certified Institute

Annexure I

Request for Attending Conference/Seminar/FDP/Workshop

(Please fill up, strike out or encircle as applicable)

A. Name of the Faculty:

B. Name of the Department: Area / Domain:

C. Total Service at IIMS:

D. Details on Conference/Seminar/FDP/Workshop planning to attend:

i. Title of the conference/Seminar/FDP/Workshop planning to participate in:

ii. Name of the conference/Seminar/FDP/Workshop organizer:

iii. Venue of the conference/Seminar/FDP/Workshop (City/Country):

iv. Dates & Duration of the conference/Seminar/FDP/Workshop

v. Boarding provided: Yes/NO Days:

vi. Lodging provided: Yes/NO Days:

vii. Registration fee/boarding/lodging/travel cost

I will submit the Abstract/Full paper before leaving for the conference/ Seminar/ FDP/Workshop, if not done earlier.

Relevant Acceptance letter is enclosed:

Date:

Signature of the Faculty

Signature of the Coordinator, IQAC

Signature of the Head of the Institution