

## **Policy for Reimbursement of SWAYAM Course Examination Fees for Faculty Members**

### **Aim:**

This policy aims to provide project funding to eligible faculty members who demonstrate the readiness and ability to succeed in certification exams. It offers 100% reimbursement of examination fees as project funding upon successful completion of the course with certification.

### **Objective:**

To encourage faculty participation in SWAYAM courses by providing project funding through a fee reimbursement policy.

### **Eligibility Criteria:**

1. The faculty member must be a full-time employee of ITM University.
2. The SWAYAM course must be relevant to the faculty member's teaching, research, or professional development.
3. The course must be approved in advance by a committee consisting of:
  - Dean Academics I
  - Dean Academics II
  - Concerned Dean of the School
  - Head of Department (HOD) of the relevant department

### **Conditions for Reimbursement:**

1. **Single-Course Limit:** Only one SWAYAM course per semester is eligible for reimbursement.
2. **Timely Submission:** Applications for project funding must be submitted within 30 days of receiving the course certification.
3. **Examination Fee Only:** Project funding applies exclusively to the examination fee paid for the SWAYAM course.
4. Faculty members must submit a request form along with the course completion certificate, signed by the Dean/HOD of the respective school, to the SWAYAM Coordinator at ITM University, Gwalior.

  
**Dr. Omveer Singh**  
**REGISTRAR .**  
**ITM University**  
**Gwalior (M.P.)**