

## Policy on Reimbursement of NPTEL Examination Fees for Staff

### 1. Purpose

To encourage faculty and staff to pursue continuous learning and professional development through NPTEL courses by providing financial support for certification exams.

### 2. Scope

This policy applies to all teaching and non-teaching staff of the institution who enroll in and complete NPTEL courses.

### 3. Eligibility Criteria

- The staff member must have registered for an NPTEL course and appeared for the certification examination.
- Reimbursement is applicable only upon submission of valid proof of exam completion and results.

### 4. Reimbursement Structure

S. No.	Percentage Obtained in NPTEL Exam	Reimbursement of Exam Fee
1	40% – 59%	50% reimbursement
	40% – 59% (AICTE Approved FDP Courses)	100% reimbursement
2	60% – 89%	100% reimbursement
3	90% and above	100% reimbursement + Appreciation from Management

### 5. Additional Incentives

- Staff securing **90% and above** will receive formal appreciation from the college management in addition to full reimbursement.

### 6. Process for Claim

1. Submit proof of:
  - Course registration

- Exam fee payment
  - Result/certificate
2. Submit reimbursement claim to the Lead FDP.
  3. Claims will be verified and processed as per institutional norms.

#### **7. General Guidelines**

- Staff are encouraged to not only pursue NPTEL courses but also **motivate and support students** to enroll and benefit from them.
- The institution reserves the right to modify the policy as needed.

#### **9. Effective Date**

This policy is applicable for NPTEL exams conducted from **January–June 2019 cycle onwards** (as per circular reference).



HITAM  
Hindustan Institute of Technology and Advanced Management

## Circular

REF: HITAM/Principal/2019/04

Date:04/06/2019

All staff are hereby informed that the college management have decided to reimburse the NPTEL exam fees for all staff, from the January – June course exams onwards as per the following criteria

S.N.	Percentage Obtained in NPTEL Exam	Percentage of Fee Reimbursement
1	40 – 59 %	50 %
	40 – 59 % (AICTE Approved FDP Courses)	100%
2	60 – 89 %	100%
3	90% and above	100% + Appreciation from College Management

Henceforth it is instructed to all staff to pursue NPTEL courses and motivate and support students also for the same.

  
Principal

### Copy to

- Dean CDC
- Dean IIIC
- HOD EEE
- HOD Mech
- HOD ECE
- HOD CSE
- HOD H & S
- Lead HR / HR Office
- Senior Accountant
- Office copy

For Kind info to

- Hon'ble Chairman

  
Principal