

Annexure-1**Reimbursement Policy for Artificial Intelligence Based Certification Courses for Faculty Members****OBJECTIVE:**

The importance of Artificial Intelligence can not be overstated. As technology advances, AI is becoming integral to numerous industries, driving innovation and efficiency. There are several benefits of artificial intelligence that are steering its growing importance. AI's ability to analyse large datasets quickly and accurately enables organisations to make informed decisions and enhance efficiency. By automating repetitive tasks, AI frees up human resources for more strategic and creative endeavours.

The objective of this policy is to encourage faculty members to pursue professional development through certification courses in Artificial Intelligence (AI). This initiative aims to enhance faculty expertise in emerging technologies, improve teaching quality, and contribute to the academic and professional growth of the institution.

Eligibility

- **Full-time Faculty:** This policy applies to all full-time faculty members employed at the institution.
- **Course Relevance:** The course must directly related to AI or a subfield of AI, such as Machine Learning, Deep Learning, Natural Language Processing, Computer Vision, Robotics, Expert Systems, Fuzzy Logic, Neural networks etc.
- **Accredited Providers:** The certification course must be offered by an accredited institution or a recognized provider such as Coursera, edX, Udacity, NPTEL, AWS, IBM, Microsoft, ISB etc, or other equivalent platforms.
- **Completion Requirement:** Faculty members must successfully complete the course and obtain the certification to qualify for reimbursement.

1. Course Approval

- **Pre-Approval:**

Faculty members must submit a request for reimbursement before enrolling in the course. This request should include:

- a. Course name, Certification Agency, duration, Course content, and cost.
- b. A brief statement explaining how the course is relevant to their current role.

The department Dean/Head will evaluate faculty request by assessing the existing skill gaps within the department and aligning them with the competency requirements outlined in the defined curriculum.

- **Reimbursement Request:**

After successfully completing the course and obtaining the certification, faculty members must submit the following documents to the Head of the department for reimbursement process:

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- i. Proof of completion (certificate, transcript, or letter from the course provider).
- ii. Original receipts for course fees (if applicable).
- iii. A brief report (1-2 pages) summarizing the knowledge gained and how it has been, contributed to their teaching or research with action plan.

Reimbursement will be initiated upon the confirmation by the department Dean/Head that the faculty member has started delivering courses or subjects that utilize the competencies developed through the certified trainers.

2. Reimbursement Guidelines

Annual Reimbursement Cap: The institution shall reimburse for two certifications per year or upto max cost 20 thousand per certification. This cap could vary based on the level of the course as per the following levels.

- **Beginner Level:** Reimbursement may cover 80% of the course fee.
- **Intermediate Level:** Reimbursement may cover up to 70% of the course fee.
- **Advanced Level:** Reimbursement may cover up to 50% of the course fee (subject to budget availability).

Faculty members must aim for a score of over 85% in the exam. If they achieve this goal, they will receive a full reimbursement (100%) of their fees on case to case basis.

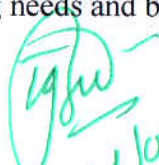
These percentages can be adjusted according to the available budget and institutional priorities.

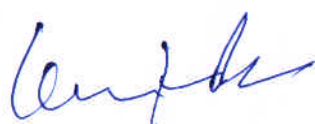
Faculty members are responsible for ensuring that all reimbursement requests comply with the guidelines of this policy. Any falsification of documentation or misrepresentation of course content may lead to disciplinary actions.

- **Timelines:**

- Requests for reimbursement must be submitted within **30 days** of course completion.
- Reimbursement is contingent upon submitting all required documentation in a timely manner.

3. **Knowledge Sharing:** Faculty members are required to present the knowledge gained from the AI certification courses in their teaching, research, and other academic endeavors. The reimbursement shall be proceeding from account office after sharing the learnings within their department and format shall be attached with reimbursement form.
4. If any faculty member leaves the institution within one year then any reimbursed expenses or course-related costs shall be adjusted in their full and final settlement.
5. This policy will be reviewed annually to ensure it remains relevant and aligned with institutional goals for faculty development in the field of AI. Changes may be made based on evolving needs and budgetary constraints.


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| Beginner Level | | | | |
|----------------|--|-----------------|-------------|------------|
| S.No | Name of courses | Agency | Paid/Unpaid | Duration |
| 1. | Generative AI for software Development | Coursera | Free | 1 month |
| 2. | Exploring artificial Intelligence use cases and applications | | | 1 hour |
| 3. | Reinforcement Learning | | | 2 months |
| 4. | AI Engineering | | | 4 months |
| 5. | NLP | | | 3 months |
| 6. | Generative AI for Data Analytics | | | 2 months |
| 7. | AI for Mechanical Engineers | | | 1 month |
| 8. | AI for Web Developers | | | 1 month |
| 9. | AI for Cyber Security | | | 3 months |
| 10. | Introduction to AI | | Free | 12 hours |
| 11. | Intro to generative AI | Microsoft Azure | Free | 7 weeks |
| 12. | Prompt engineering Intro | Coursera | Free | 7 hours |
| 13. | Google's Ethical AI | Google | Free | 30 minutes |
| 14. | Advanced Certificate Programme in Applied Artificial Intelligence and Machine Learning | IBM | Free | 4 months |
| 15. | Data Science Fundamentals | IBM | Free | 15 hours |
| 16. | Applied Data Science with Python | | | 15 hours |
| 17. | Data Fundamentals | | | 15 hours |
| 18. | Data Analysis with Python | | | 15 hours |
| 19. | Data Visualization with Python | | | 15 hours |
| 20. | Applied Data Science with R | | | 15 hours |
| 21. | Data Visualization with R | | | 15 hours |
| 22. | Big Data Foundations | | | 15 hours |
| 23. | Scala Programming for Data Science | | | 15 hours |
| 24. | Data Science for Business | | | 15 hours |
| 25. | Deep Learning Fundamentals | | | 15 hours |
| 26. | Deep Learning with TensorFlow | | | 15 hours |
| 27. | Drive innovation with AI & Machine Learning | MIT | \$2,979 | 6 weeks |
| 28. | AI Introduction by Harward | Harward | \$7,250 | 3 months |

| Intermediate | | | | |
|--------------|--|-----------------|-----------|----------|
| S.No | Name of courses | Agency | Fees | Duration |
| 1. | Drive innovation with AI & Machine Learning | MIT | US\$2,720 | 8 weeks |
| 2. | Generative AI for Business with Microsoft Azure OpenAI | Microsoft Azure | Free | 10 weeks |
| 3. | Harward Data Science & ML | Harward | Free | 12 weeks |
| 4. | ML with Python | Great learning | Free | 7 months |
| 5. | Tensorflow Google Cloud | Coursera | Free | 13 hours |
| 6. | Structuring ML Projects | Coursera | Free | 6 hours |
| 7. | Deploying Tiny ML | edx | Free | 6 weeks |
| 8. | Data Science (Machine Learning) | MIT | Free | 12 weeks |

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|-----|---|------------------|------------|----------|
| 9. | Artificial Intelligence in Business: Creating Value with Machine Learning | Harward | \$3,100 | 1 month |
| 10. | AI and the Law: Navigating the New Legal Landscape | Harward | \$5,850 | 2 days |
| 11. | Competing in the Age of AI—Virtual | Harward | \$7,250 | 3 months |
| 12. | AI and Machine Learning Bundle | Berkeley College | \$3,000.00 | |

| Advanced | | | | |
|----------|--|--------------------|-----------------|-----------|
| S.No | Name of courses | Agency | Fees | Duration |
| 1. | Drive innovation with AI & Machine Learning | MIT | Free | 12 weeks |
| 2. | CS50's Introduction to Artificial Intelligence with Python | Harvard University | Free | 7 weeks |
| 3. | Generative AI for Business with Microsoft Azure OpenAI | Microsoft Azure | Free | 16 weeks |
| 4. | Advanced ML | Google | Free | 4 hours |
| 5. | Prompt /engineering Pro | Google | Free | 16 weeks |
| 6. | Advanced Algos | Stanford | Free | 2 months |
| 7. | Certificate Programme in Applied AI: Advanced Deep Learning Techniques | IISC Bangalore | ₹1,99,000 + GST | 8 months |
| 8. | Artificial Intelligence in Business: Creating Value with Machine Learning | | \$3,100 | |
| 9. | Advanced Certification Programme in Artificial Intelligence and Machine Learning | IIT Guwahati | ₹1,08,000 | 11 Months |
| 10. | Certificate Programme in Digital Transformation and AI for Leaders | IIM Indore | ₹1,15,000 | 22 weeks |
| 11. | Leadership with AI | ISB | ₹1,99,900 | 20 weeks |

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