



## **POLICY DOCUMENT FOR FINANCIAL SUPPORT TO TEACHERS**

Policy document on financial support to teachers Policy statement: Institute has policy to implement financial support to faculties and staff to attend various seminars and conferences to improve their domain knowledge.

The core value of our Institution is to focus on quality. Thus, emanates the quality policy that encompasses about enhancing competence of the faculty by encouraging them to adopt innovative and updated methods of teaching based on latest technology. In this pursuit, the Organizing Board of our College provides financial support to teachers for professional development. A budgetary provision is made by the Board for every financial year.

### **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, Scopus, webosci, book-chapters, Patent.

- Being awarded Ph. D. degree All the full-time and part-time teachers can avail the financial support.

### **Forms of Financial Support**

The financial support to the teachers can be for:

- Registration fees for seminars, workshops and conferences
- Traveling and accommodation allowances in case of outstation seminars, workshops and conferences
- Financial appreciation of Rs.5000/- for each research paper published in UGC-CARE listed journal.
- Financial appreciation of Rs. 15,000/- for being awarded with Ph. D. degree from a recognized University



- Membership fee of professional bodies
- Enrolling for a professional development course

### **Procedure for Application and Approval**

The teachers need to follow the following procedure for application and approval for availing the financial support:

1. Teachers are deputed for seminars, workshops or conferences by the department/ committee. The Head of the Department/ Committee Convenor makes an application to the principal about the teacher participation, their registration fees and any allowances, if applicable. After the approval of the principal, the funds are released for the same by the Accounts section.
2. In case, when the fee is paid by the teacher, the amount is reimbursed after following proper application and approval procedure.
3. The depute teacher needs to submit the relevant receipts and a copy of the attendance certificate to the Accounts section for their record.
4. In case of financial appreciation for research paper publication and Ph.D. award, the Convenor of Research & Publication Cell makes a recommendation about the same to the Principal at the end of every academic year. The copy of research papers published by the teachers and the degree certificate of Ph.D. award is maintained by the Cell for their record and reference. After the approval of the Principal, the approved application is forwarded to Accounts section for the release of funds.
5. The teachers may be interested to become members of professional bodies. The College sanctions the membership fees upon the application of the concerned teacher for the same. The receipts and records are maintained by the Accounts section.
6. There are teachers who may be interested in enrolling for any course to enhance their professional skills. The College sanctions the course fee to the teachers. The receipts and records for the same are maintained by the Accounts section.

  
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