

POLICY DOCUMENT FOR FINANCIAL SUPPORT TO TEACHERS

The core value of our college is to focus on quality. In this pursuit, the College provides financial support to teachers for professional Development in order to encourage them to adopt innovative and updated methods of teaching based on latest technology.

A budgetary provision is made for this 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
- Enrolling as members of certain Professional Bodies
- Undertaking Research Projects of significance

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
- Seed funding of Rs. 10,000/- for minor/major research projects undertaken by the faculty and duly approved by the College Research Cell (CRC) to encourage the spirit of research
- 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 attending seminars, workshops or conferences apply directly to the Principal mentioning their registration fees and any allowances, if applicable. After the approval of the Principal, the funds are released for the same.
2. The deputed teacher needs to submit the relevant receipts and a copy of the attendance certificate to the college for record-keeping.
3. For receiving research funds, research proposals have to be submitted in the prescribed format to the Research Cell and the final decision for the selection will be done by the CRC and duly approved by the Governing Body.
4. 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 college.
5. 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 college.

