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POLICY DOCUMENT
ON
PROVIDING FINANCIAL SUPPORT TO TEACHERS

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Policy Statement:

Changes in the structure of education have occurred both nationally and globally due to advancement of technology, making learning more accessible. As a result of these changes, teachers must be more adaptable, flexible, and diversified. The faculty members can upgrade their academic knowledge through well-designed Policy related to financial support.

Providing Financial support to faculty for attending conferences/Seminars Workshops /Refresher courses/ Training programmes helps the faculty members in advancing their academic careers at National and International levels. This would facilitate sharing knowledge, fostering academic growth, increasing collaborations and networking. This also helps to create a conducive environment for academic study. The outcomes of such interactions and interventions would improve teachers' professional and personal effectiveness, resulting in institutional, individual, and student academic achievements.

Objectives: -
Provide financial assistance to all teaching faculty for the following:

1. To support teaching staff to promote teaching learning, research extension activities and governance through participation in conference and workshops

2. To enhance their academic credentials and gain knowledge

3. Attending or participating in seminars, symposia, conference workshops, refresher courses, course works of PhD programmes, book publications, and training workshops locally, and within India.

4. Providing financial assistance to faculty members in the form of reimbursement of registration fee and DA/TA to encourage their participation in various conferences/workshops for professional development.

5. To promote and motivate faculty members to avail funding assistance for research, outreach/extension activities, or nationally recognized UGC programmes from various funding organizations.

Policy Guidelines

Staff Members-Teaching and non-teaching staff members who are on a permanent basis and the faculty who have completed their probation period will be eligible for grants under the following circumstances:

1. Financial support for faculty to attend workshops, Trainings, Refresher courses, FDPs and for conferences and seminars only when the paper is accepted for presentation.

2. In case of local conference, **NO DA** will be paid & faculty members will be granted academic leave, Registration and conveyance charges around Rs 200 within 10 km and Rs 400 above 10 km. of distance.

3. Financial support for faculty to attend workshops, Trainings, Refresher courses, FDPs, and conferences to improve their intellectual capacities.

4. In case of attending an International conference, the applicant should have cleared his/her Probation successfully.

5. In case of attending international conferences abroad academic leave will be granted, the faculty members may avail funding assistance from various funding agencies.

Procedure

1. The faculty should submit an Application duly signed by HOD and obtain permission from the Principal for attending the faculty development programme.

2. The faculty should ensure that the teaching responsibilities are not affected.

3. Within a week of returning from the conference, the teacher should submit a report of the activities.

4. All bills, tickets, boarding passes etc. should be submitted for reimbursement purpose within a week.

5. Faculty members should also submit a report of the conference attended, photographs and certificates received.

6. Any award received should also be communicated with relevant certificates.

Principal I/c