



## Institutional Policy document on providing financial support to teachers

Adarsh Shikshan Prasarak Mandal's Shri Bapusaheb D.D.Vispute College of Education, New Panvel is committed to fostering the Continuing professional development and research knowledge and skills development of its teaching staff. The financial support policy aims to encourage participation of faculty members in workshops Faculty Development Programmes (FDP), research activities, academic conferences, workshops, seminars, symposia, and membership in professional organizations relevant to thefieldof teacher education.

### POLICY STATEMENT

The policy intends to assist faculty members to foster their professional competence through academic participation in various dimensions such research works, conferences, workshops, seminars symposia etc. This would help them to nourish themselves as well as in encouraging academic collaborations and in networking. Policy and Guidelines

### THE MAJOR CATEGORIES FOR PROVIDING FINANCIAL SUPPORT INCLUDE

1. Teaching Learning and related activities
2. Research and related academic activities
3. Registration fee for participation in seminars/ conferences/ workshops / symposia. 2. Membership fee for professional organizations.
4. Enrollment for faculty development programmes organized by institutions. 4. Organizing academic workshops/ seminars/conferences based on professional competence.

## **OBJECTIVES**

1. To provide financial assistance to all teaching faculty members for attending seminars, symposia, conference workshops, refresher courses, book publications, and training workshops in India.
2. To grant travel allowance for all the teachers during professional development activities.
3. To make available financial assistance to faculty members in the form of reimbursement of registration fee and travel allowance to encourage their participation in various conferences/workshops for Professional Development Programs, Capacity Building, Faculty Development Programmes (FDPs)
4. To organize staff training and development programmes to enhance professional competency.
5. To assist faculty members financially during his doctoral research work

## **ELIGIBILITY CRITERIA**

All full-time teaching staff members employed by the college are eligible to apply for financial support under this policy

## **TYPES OF SUPPORT:**

- Conferences, Workshops, Seminars, Symposia: Financial support covers registration fees, travel expenses, accommodation, and other necessary costs for attending academic conferences, workshops, seminars, and symposia relevant to the faculty member's area of expertise.  
Reimbursement of membership fees for professional associations and societies directly related to the faculty member's field of specialization.
- Funding are provided for attending external or internal FDPs aimed at enhancing teaching methodologies, curriculum design, assessment practices, and other relevant areas of professional development.
- : Financial assistance is available to support faculty members' research endeavours, including funding for research materials, equipment, research assistants, and other related expenses.

## PROCEDURE FOR APPLICATION AND APPROVAL FOR PROVIDING THE FINANCIAL SUPPORT TO TEACHERS

The faculty interested will apply to the principal in the form of written application which will be communicated with the IQAC



The IQAC will verify the application and is forwarded back to the Principal with remarks



After the approval of the Principal, the funds are released for the same by the Accounts section.



In case, when the fee is paid by the teacher, on submission of original documents of attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings, the expenses incurred will be refunded.



Financial aid will be released by account section and same will be intimated to the principal office for record

### **EVALUATION CRITERIA**

Applications will be evaluated based on criteria such as the relevance of the activity to the faculty member's teaching or research responsibilities, potential impact on professional growth, alignment with the college's strategic objectives, and cost-effectiveness. A review committee comprising representatives from the management and Research Cell will assess and prioritize applications based on merit.

### **SOPE OF THE POLICY**

The policy extends to all levels of academic/research activities, but not to any type of certification programme. Participation in such programmes is contingent on local need evaluations and approval, among other things, and is consistent with the institution's requirements. The faculty should align their participation with academic content standards, or research standards as enumerated in the Research Policy.


## REPORTS/OUTCOME RECORDING OF SUCH EVENTS

- Within a week of returning, the faculty members who receive financial support are required to submit a comprehensive report upon completion of the supported activity. The report should include a summary of the learning outcomes, insights gained, contributions to research or teaching, and any tangible outcomes achieved.
- Teachers will submit the original copies of air/train/other modes of travel tickets, attendance/participation certificates and statement of expenditures incurred with bills for reimbursement.
- In the case of any training programme attended by the staff, the details of the programme/learning experience should be presented to the Principal within a week of their return.
- Copies of participation certificates, best paper certificates, and other relevant certificates should be handed over to the Research & Publication Cell.
- These reports will be used to evaluate the impact of the financial support program and inform future decision-making.

## TRANSPARENCY AND ACCOUNTABILITY:

The college will maintained a transparency throughout the application and review process, ensuring that all faculty members have access to information about the financial support program's guidelines, procedures, and available funding opportunities. Mechanisms for monitoring and auditing the use of funds will be implemented to ensure accountability and prevent misuse.



  
**PRINCIPAL**  
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