

HINDU COLLEGE :: GUNTUR



6.3.2

**POLICY DOCUMENT FOR FINANCIAL
SUPPORT TO TEACHERS**

POLICY DOCUMENT FOR FINANCIAL SUPPORT TO TEACHERS

Hindu College firmly believes in empowering the faculty by encouraging them to attend various seminars, conferences and workshops.

Scope of Financial Support

The teachers are provided with financial support for professional development activities like:

- Participating in the seminars, workshops and conferences.
- Publishing research papers in highly reputed journals.
- Undertaking Minor Research Projects

All the teachers can avail the financial support.

Forms of Financial Support

The financial support to the teachers can be provided for:

- Registration fees for seminars, workshops and conferences.
- Traveling and accommodation allowances in case of outstation seminars, workshops and conferences.
- Membership fee of professional bodies.
- Enrolling for a Professional Development course.
- To different expenses to complete Minor Research Project

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 through the Coordinator, IQAC should submit an application to the Principal. After the approval by the Principal, the application will be forwarded to Secretary and Correspondent for final approval and then funds are released by the Accounts section.

2. In case, the fee is paid by the teacher, the amount is reimbursed after following proper application and approval procedure.
3. The teachers should 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 after submitting the full paper/letter acceptance from the Publisher, Coordinator, IQAC will recommend. After the approval of the Principal, the approved application is forwarded to Secretary and Correspondent with a request to the release of funds.
5. The College sanctions the membership fees of the teachers who intend to become members of professional bodies. Upon submission of the application by the concerned teacher for the same, the receipts and records are maintained by the Accounts section.
6. The College sanctions an amount of Rs. 5,000 to Rs. 10,000 to undertake Minor Research Project. Research Cell and IQAC will finalize the list from the applications and recommend to release the funds.

P.M. Prasad

(P.M. PRASAD)
Principal



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