



## **ABHAYAPURI COLLEGE, ABHAYAPURI**

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

Abhayapuri College firmly believes in empowering the faculty 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.
- 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 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


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

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

1. Teachers deputed seminars, workshops conferences by the department committee. The Head of the Department/ Committee Convener should submit an application to the Principal regarding the teacher participation, their registration fees and any allowances, if applicable. After the approval by the Principal, the funds are released for the same 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 and Ph.D award, the Convener 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. awarded 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 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 the course fee of the teachers who enroll for any course in order to enhance their professional skills. The receipts and records for the same are maintained by the Accounts section.

  
(Dr. S. Nath)  
Principal  
Abhayapuri College  
PRINCIPAL  
ABHAYAPURI COLLEGE  
ABHAYAPURI