



Shri Gajanan Shikshan Prasarak Mandal, Yeldari Camp

(Linguistic Minority Institute)

TOSHWIYAL ARTS, COMMERCE & SCIENCE COLLEGE,
Sengaon, Tq. Sengaon Dist. Hingoli -431542, Maharashtra

Policy Document

on

Providing Financial Support to Teachers

Introduction

The Toshiwal Arts, Commerce & Science College's IQAC fosters and sustains a work culture wherein the teaching staff are constantly encouraged to upskill themselves and enhance their intellectual acumen. The teaching staff of the College is very proactive and motivated for pursuing their academic growth and career advancement. In order to streamline the requests from the faculty of various departments for financial support to attend academic programmes, this policy is being put in place for smooth and equitable disbursement.

Objective

- To facilitate teaching staff to attend faculty training programmes like Conferences /Seminars/Workshops/Refresher Courses/Induction programmes/Orientation Programmes/Faculty Development programmes.
- To enhance the academic credentials of the teaching staff.
- To support teaching staff for academic growth and career advancement.
- To encourage teaching staff to present research papers in Conferences/Seminars/ Workshops. *
- To encourage teaching staff to carry out extension/consultancy activities and deliver lectures as Resource Person.
- To encourage teaching staff to join professional bodies and academic societies.

The following is the broad institutional policy for providing financial assistance to permanent faculty/ non-teaching staff and librarians of the college for attending Conferences / Symposia / Workshops / Seminars and Faculty Development Programmes. and towards membership fee of Professional bodies.

Staff Members Entitled for Reimbursement:

- A. The participation in the Conferences / Symposia / Workshops / Seminars must be first discussed with the Principal and her prior approval sought.
- B. All staff members, teaching (Permanent and Contractual) and Non-teaching, are entitled for reimbursement for attending local Conferences / Symposia/ Workshops/ Seminars/ and Faculty Development Programmes on such terms and conditions as are imposed by the Principal which could include rendering



- specified number of years of service, failing which the cost may be recovered from the staff.
- C. The Permanent Faculty members will be required to execute such document as may be necessary and as determined by the Principal.
- D. Faculty members will NOT be reimbursed for International Conferences/ Symposia/Seminars.
- E. Visiting faculty members are not entitled for any reimbursement for any Conferences /Symposia/ Workshops / Seminars attended.

Procedures to be followed and documents to be submitted prior to registering for the Conference/ Symposium / Workshop, Seminar or Faculty Development Programme :

- A. The participation in the Conferences / Symposia / Workshops / Seminars must be first discussed with the Principal and her prior approval sought.
- B. For Local Conferences/ Symposia/ Workshops/ Seminars/ Faculty Development Programmes
- Application for attending the Conferences / Symposia / Workshops /Seminars detailing the manner in which it will be useful / benefit the College / students
 - Application form / Duty Leave Form to be signed by the Principal
 - Brochure of the Conference/ Symposia/ Workshop/ Seminar/ Faculty Development Programmes to be attached

Documents to be submitted for reimbursement after attending the Conference / Symposium / Workshop, Seminar or Faculty Development Programme are:

- A photocopy of the Certificate of Participation, Paper Presentation, or for whichever other purpose the Conference/ Symposia/ Workshop/ Seminar/ Faculty Development Programme was attended. (The original must be shown at the time of submission).
- Original Receipt of Registration fees paid.

Nature of Financial Assistance:

- Once the voucher is submitted along with the required documents and approved by the principal, the concerned staff member will be reimbursed for the full registration fee.
- For national conferences, the institution will not reimburse the concerned staff member for Travel and accommodation expenses.

PRINCIPAL

**Toshniwal Arts, Comm. & Science College,
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