

Gokhale Education Society's



**R. N. Chandak Arts, J. D. Bytco Commerce &
N. S. Chandak Science College**

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► Affiliated to Savitribai Phule University ► ID No: PU/NS/ASC/005/ 1963 ► ISO 9001-2015 Certified ► NAAC Accredited B College



6.2.1 Financial support policy

POLICY DOCUMENT FOR FINANCIAL SUPPORT TO TEACHERS

RNC Arts JDB Commerce and NSC Science College of Gokhale Education Society is committed to the welfare and professional and career development of its teachers. The Society itself functions on the maxim of “Of the teachers, for the teachers and by the teachers”. The quality policy of the college too reflects this commitment it has towards the upskilling of its teachers.

In today’s highly digitised era when students are hard wired to use gadgets and technology, it encourages and supports and urges its teachers too towards adopting ICT and various digital means to enhance the quality of classroom teaching and also incorporate various aspects of technology in their day-to-day teaching. Likewise it encourages activity based and student-centered teaching learning approaches in keeping with the paradigm shift that has taken place in the realm of education and classroom teaching. It also understands the need of academic exposure and networking for the purpose of research opportunities which shall not merely prove to be beneficial for the teacher but also the institute once she comes back trained.

To this end, the Organizing Board of our College provides financial support to teachers for their professional growth and development.

The college has a budgetary provision for every academic year.

The **Scope of Financial Support** to teachers is as follows:

The teachers are given financial support for professional development activities like:

Participation in

- orientations
- refresher course
- faculty development programmes (FDP)
- seminars, workshops, conferences

This financial support is extended to all the full-time and part-time teachers.

Forms of Financial Support

The financial support to the teachers can be for the following:

- Registration fees for seminars, workshops and conferences
- Traveling and accommodation allowances in case of outstation seminars, workshops and conferences (Up to a certain specified limit)
- Membership fee of professional and academic bodies.
- Registering for a professional development course

Procedure for Application and Availing of Financial Support

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

1. The concerned department or committee and in some cases the Principal depute or nominate teachers to attend seminars, workshops or conferences. The teacher too can initiate her attendance in an academic event.

2. The teacher's application is forwarded along with the details of the event and the form for financial support recommended and duly signed by the Head of the concerned department to the Principal for their approval. Details of the registration fees and any allowances, if applicable are mentioned in the form. Once the Principal approves, the documents are submitted to the Accounts section and funds released.
3. 2. In case, the teacher has paid the fee, the amount is reimbursed after following proper application and approval procedure.
4. 3. In order to claim financial support and avail of reimbursement, the teacher is required to submit the relevant receipts and a copy of the attendance certificate to the Accounts section for recordkeeping and documentation purpose.
5. Sometimes, teachers may be interested in joining professional bodies. The College in some cases may sanction the membership fees after receiving an application from the concerned teacher. The receipts and records are maintained by the Accounts section.

The same procedure is followed if teachers enrol for any professional development programme. The College sanctions the course fee to the teachers. The receipts and records for the same are maintained by the Accounts section.