



Vidya-Amrut Dnyan Pratishthan's
Arts, Science & Commerce College, Shirsondi
Tal: - Malegaon, Dist: - Nashik 423208



POLICY DOCUMENT FOR PROVIDING FINANCIAL SUPPORT TO TEACHERS

VADP's ASC 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

- Participation 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:

- Fees for seminars, workshops, and conferences.
- Travelling and accommodation allowances in case of outstation seminars, workshops, and conferences.
- Membership fees of professional bodies.
- Enrolling for Professional Development courses.

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/ Committee Chairman 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 teacher should submit the relevant receipts and a copy of the attendance certificate to the Account 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 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 Account Section for the release of funds.
5. The College sanctions the membership fees of the teachers who indent 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 Account section.
6. The College sanctions the course fee of the teachers who enroll for the same are maintained by the Account section.

