



# Office-Principal

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Towards Excellence...

## Policy for providing Financial Support to Staff Members

### **Scope of Financial Support:**

The teachers will be provided with financial support for participating in the seminars workshop and conferences & availing membership of professional/Academic bodies in every academic session. All the Full-time teachers can avail the financial Support.

### **Forms of financial Support:**

The Financial support to the teachers can be provided for

- Registration fees for attending National International Seminars, Workshop & Conference
- Membership fees of National/International Professional/Academic bodies.

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

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

1. Teachers should apply to the principal regarding the teacher participation and registration fees. After the approval by the principal, the funds will be 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 registration fee receipts, a copy of the participation certificate from the concerned institution & brochure of seminar/workshop/conference attended.
4. The college shall sanction the Membership fees of the teachers who intend to become members of professional bodies. Upon submission of

the application along with registration fee/membership certificate receipts by the concerned teacher the amount will be reimbursed after approval by the principal.

5. An amount of maximum Ra 2000 shall be provided in the form of cheque against the claim.

This policy aims to support the staff members' professional growth, well-being, and emergency needs, thereby enhancing their job satisfaction and overall quality of life.

