

# Morigaon College

Affiliated to Gauhati University

## POLICY DOCUMENT FOR FINANCIAL ASSISTANCE TO TEACHERS

Session: 2018-19



Prepared by-

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## POLICY DOCUMENT FOR FINANCIAL SUPPORT TO TEACHERS

### **1. Commitment to Educational Excellence:**

The Institution's core value revolves around a commitment to quality education. This commitment is reflected in our quality policy, which aims to enhance the competence of our faculty by encouraging the adaptation of innovative and updated teaching methods based on the latest technology. In line with this commitment, the Governing Body of the College allocates financial support to teachers for their professional development, for each financial year.

### **2. Scope of Financial Support:**

Financial support is extended to teachers for various professional development activities, such as:

- Participating in seminars, workshops, conferences and professional development programmes.
- Publishing research papers in UGC-CARE listed/ Scopus indexed journals.

### **3. Forms of Financial Support:**

Financial support to teachers may include:


- Registration fees for seminars, workshops, and conferences.
- Traveling and accommodation allowances for outstation seminars, workshops, and conferences.
- Financial appreciation of Rs. 2,500/- for each research paper published in UGC-CARE-listed/Scopus indexed journals.
- Membership fees of professional bodies.
- Enrolling in a professional development course.

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

#### **4.1 Application Process:**

Teachers seeking financial support must adhere to the following application procedure:

- The institution deputes teachers for seminars, workshops, or conferences and other professional development courses on the basis of their intimation.
- The teacher submits an application to the Principal detailing the teacher's participation, registration fees, and any applicable allowances.
- Upon approval from the Governing Body, the Accounts section releases the funds for the approved activities.

  
President  
Morigaon College G.B.

  
14.09.18

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#### 4.2 Reimbursement Process:

In cases where teachers pay fees upfront, reimbursement follows a structured application and approval process:

- Teachers submit an application for reimbursement, providing necessary details and supporting documents.
- The application is reviewed and approved by the Research Committee.
- Upon approval, the Accounts section processes the reimbursement to the concerned teacher, after consent of the Governing Body.

#### 5. Compliance and Reporting:

The Institution is committed to maintaining transparency and accountability. A periodic report on the utilization of funds for teacher development activities will be submitted to the Governing Body for review.

This policy document is designed to ensure that financial support for teachers aligns with the Institution's commitment to quality education and continuous professional development. The efficient implementation of this policy will contribute to the overall enhancement of the teaching faculty and, consequently, the quality of education provided by our Institution.



✓ 

Signature of the Committee  
Members **President**  
**Morigaon College G.B.**

  
10/03/18

Signature of the Approval Authority

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DATE: \_\_\_\_\_

1. Saradashree Choudhury 
2. Suman Das. 
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