

POLICY DOCUMENT FOR FINANCIAL SUPPORT TO FACULTY

1. Preamble

St. Joseph's Degree College is committed to promoting academic excellence, research culture, and continuous professional development among its faculty members. The institution firmly believes that participation in seminars, conferences, workshops, faculty development programmes, and research activities enhances the knowledge, skills, and competencies of teachers, thereby contributing to the overall quality of education.

To encourage faculty members to engage in scholarly and professional activities, the College provides financial support for participation in academic events and research-related activities at the national and international levels.

2. Objectives

The objectives of providing financial support to faculty members are:

- To promote research and innovation among faculty members.
- To encourage participation in seminars, conferences, workshops, and faculty development programmes.
- To facilitate dissemination of research findings through paper presentations and publications.
- To enhance professional competencies and subject knowledge.
- To foster a culture of continuous learning and academic excellence.
- To improve the quality of teaching-learning and research in the institution.

3. Scope of Financial Support

Financial assistance may be provided to faculty members for the following professional development activities:

- Presentation of research papers in National and International Seminars, Conferences, Workshops, and Symposia.
- Publication of research articles, review papers, book chapters, and research papers in reputed journals.

- Participation in Orientation Programmes, Refresher Courses, Faculty Development Programmes (FDPs), Short-Term Courses, and Training Programmes.
- Participation in academic and research-related events organized by recognized institutions, universities, professional bodies, and research organizations.

4. Forms of Financial Support

The institution may provide financial assistance in one or more of the following forms:

A. Registration Fees

- Registration fees for National and International Seminars, Conferences, Workshops, Symposia, FDPs, and Training Programmes.

B. Travel and Accommodation Support

- Travelling allowance for attending approved academic programmes outside the station.
- Accommodation expenses, wherever applicable, subject to institutional norms and approval.

C. Publication Support

- Publication charges for research papers published in reputed journals recognized by UGC, Scopus, Web of Science, or other recognized indexing agencies.
- Article Processing Charges (APC), wherever applicable and approved by the institution.

5. Eligibility

- All full-time faculty members of the institution are eligible to apply for financial support.
- Preference may be given to faculty members presenting research papers, delivering invited lectures, or publishing in high-quality journals.

- Financial support shall be subject to the availability of institutional funds and approval by the competent authority.

6. Procedure for Application and Approval

Faculty members seeking financial assistance shall follow the procedure outlined below:

1. The faculty member shall submit an application through the Head of the Department (HOD) to the Principal, enclosing relevant details such as invitation letter, acceptance letter, brochure, registration fee details, and estimated expenditure.
2. The Head of the Department shall verify the relevance and recommend the proposal for consideration.
3. The Principal shall review the application and grant approval based on academic merit, institutional priorities, and availability of funds.
4. Upon approval, the Accounts Section shall release the sanctioned amount as per institutional norms.
5. In cases where the faculty member initially bears the expenses, reimbursement may be claimed after participation, subject to approval and submission of supporting documents.

7. Submission of Documents

The faculty member shall submit the following documents to the Accounts Section for reimbursement and record purposes:

- Copy of approval letter.
- Registration fee receipt.
- Travel and accommodation bills (if applicable).
- Attendance/Participation Certificate.
- Copy of paper presented or published article (where applicable).
- Brief report on the programme attended.

8. Responsibilities of Beneficiaries

Faculty members receiving financial assistance shall:

- Actively participate in the approved programme.
- Share knowledge gained through departmental presentations, seminars, or workshops.
- Submit all required documents within the stipulated time.
- Adhere to institutional financial norms and procedures.

9. Monitoring and Review

The implementation of this policy shall be monitored by the Principal and IQAC. The policy may be reviewed periodically to ensure its effectiveness and alignment with institutional goals and quality enhancement initiatives.

10. Conclusion

St. Joseph's Degree College recognizes that faculty development is essential for institutional growth and academic excellence. Through this policy, the institution reaffirms its commitment to supporting faculty members in their professional and research pursuits, thereby fostering a vibrant academic and research culture.