

Policy Document

Shaheed Udham Singh Government College Sunam

Policy for Financial Assistance
to teaching staff.



Shaheed Udham Singh
Government College Sunam.

Near Bhai Mool Chand Smadh, Sunam.



S.U.S. Govt. College, Sunam

Established in 1969, NAAC Accredited-Grade B (CGPA 2.72) **Affiliated to:** Punjabi University, Patiala
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Policy for Financial Assistance to teaching staff

Shaheed Udham Singh Government College Sunam believes that there is always scope for research and quality improvement within the teaching and learning process. As we all know that the teaching-learning process has undergone significant changes in the recent years. Keeping these changes in mind, our institution emphasizes the importance of upgrading the academic knowledge and research quality of its faculty members so as to make the learning outcomes more productive. The institution believes that teachers should be helped to update their knowledge in their respective fields so that students can be enriched by imparting valuable education, it is imperative to take various steps to make teachers more adaptable, flexible and the institute is committed to stand with every teacher by being an ally in such initiatives.

Scope of Financial Assistance:-

1) Participation in seminars, symposia, training, workshops and conferences.

Forms of Financial Assistance:-

Financial assistance to teachers may be provided for the following:

- 1) Registration fee for participation in seminars, symposia, training, workshops and conferences.
- 2) Traveling and daily allowances for attending seminars, symposia, training, workshops and conferences.

Objective:-

The main objectives of this policy are as follows:-

- 1) To assist faculty members in pursuing their academic careers.
- 2) To encourage teaching staff to present research papers in conferences, workshops held in India.

- 3) To promote academic development.
- 4) To help in increasing networking.
- 5) To support the teaching staff to take advantage of the opportunities to discuss the latest developments.
- 6) To help create an environment conducive to academic study.
- 7) Improving the professional and personal effectiveness of teachers.
- 8) To enhance their academic credentials as per UGC requirements.

Application, approval process and rules: -

To take advantage of this policy, it will be mandatory for teachers to go through the following process for application, approval and follow the rules: -

- 1) The teacher is deputed by the department for seminars, workshops, trainings or conferences. The teacher has to submit an application to the Principal regarding participation, his/her registration fee and any allowances.
- 2) If the fee has already been paid by the teacher, the amount will be reimbursed after following due application and approval process.
- 3) The teacher must submit a copy of the relevant receipts and attendance certificate for his/her record.
- 4) In respect of national level programmes, the application duly signed by the teacher has to be sent to the Principal at least twenty days in advance.
- 5) Faculty should ensure that teaching responsibilities are not affected.
- 6) The Principal will have the right to take the final decision based on the need and relevance of participating in the programme.

- 7) Faculty members will have to submit reports, photographs and certificates for attending seminars, conferences, trainings and workshops.
- 8) All bills, tickets etc. to be produced within a week for reimbursement purpose.
- 9) A maximum of fifteen days Duty leave in a year for attending conferences, symposia and seminars and workshops on behalf of the college.
- 10) The sanctioning authority may consider granting additional time on each occasion.
- 11) Each eligible teacher shall be entitled to a grant not exceeding Rs.5,000 per year to be spent on these activities.
- 12) If there are multiple applicants from the same department, priority may be given to those applicants who have received partial assistance from outside sponsors/sources.

Attachment

To participate in national/state level seminars, conferences, workshops, symposia, training, it is essential to provide the following information:-

- 1) Name
- 2) Department
- 3) Date of event
- 4) Program Format
- 5) Applicant's role in the program
- 6) Duration of the event
- 7) Venue of event
- 8) Financial assistance already received during the current year (If yes, give details thereof)

9) Number of programs participated during the current year.

10) Type of leave currently availed

Eligibility for getting help: -

- 1) Who have been invited to participate in academic conferences, seminars, symposia and workshops.
- 2) The level of the program and also the status of the institution conducting the program should be truly international/national/professional and should be able to enhance the skill or add to the professional achievement of the beneficiary.


Principal
S.U.S. Govt. College
Sunam (Sangrur)