



Satsanga Palpara Mahavidyalaya

Accredited ('B' Grade) and NCTE Recognized (B.Ed. and M.Ed Courses)
affiliated to

Vidyasagar University, Midnapore and WBUTTEPA, Kolkata, (Govt. of West Bengal)

At + P.O : Palpara, Dist : Purba Medinipur, PIN Code – 721458, West Bengal, India

POLICY DOCUMENT FOR FINANCIAL SUPPORT TO TEACHERS

The core value of our Institution is to focus on quality. Thus, emanates the quality policy that encompasses about enhancing competence of the faculty by encouraging them to adopt innovative and updated methods of teaching based on latest technology. In this pursuit, the Organizing Board of our College provides financial support to teachers for professional development. A budgetary provision is made by the Board for every financial year.

Scope of Financial Support

The teachers are provided with financial support for professional development activities like:

- Participating in seminars, workshops and conferences
- Publishing research papers in UGC-CARE listed journals
- Member of Professional Bodies

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 for:

- Registration fees for seminars, workshops and conferences
- Traveling and accommodation allowances in case of outstation seminars, workshops and conferences
- Financial appreciation of Rs.3,000/- for each research paper published in UGC-CARE listed journal.
- Membership fee of Professional Bodies
- Enrolling for a Professional Development Course

Procedure for Application and Approval

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



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1. Teacher makes an application to the Principal about Seminar/Workshop/Conference etc for registration fees and any allowances, if applicable. After the approval of the Principal, the funds are released for the same by the Accounts section.
2. In case, when the fee is paid by the teacher, the amount is reimbursed after following proper application and approval procedure.
3. The Teacher needs to submit copy of the attendance certificate to the Accounts section for their record.
4. The teachers may be interested to become members of professional bodies. The College sanctions the membership fees upon the application of the concerned teacher for the same. The receipts and records are maintained by the Accounts section.
5. There are teachers who may be interested in enrolling for any course to enhance their professional skills. The College sanctions the course fee to the teachers. The receipts and records for the same are maintained by the Accounts section.


Principal
Y.S. Palpara Mahavidyalaya

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30/08/2018