Thakur Educational Trust's (Regd.)

THAKUR RAMNARAYAN COLLEGE OF ARTS & COMMERCE

ISO 21001:2018 Certified

Criterion 6 - Governance, Leadership and Management

Key Indicator - 6.3 Faculty Empowerment Strategies

QnM 6.3.2 - Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years (12)

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Policy document on providing financial support to teachers

Policy Document: Financial Support for Professional Development of Teaching and Non-Teaching Staff

1. Introduction

Thakur Ramnarayan College of Arts and Commerce, Dahisar (E) recognizes the importance of continuous professional development for its teaching and non-teaching staff. In line with this commitment, the institution aims to provide financial support for various professional development activities, including Faculty Development Programmes (FDP), training programs, workshops,administrative training programs, refresher courses, attending conferences, membership of professional bodies and research paper publication. This policy document outlines the guidelines and procedures for availing financial assistance for such activities.

2. Objectives

The objectives of this policy are as follows:

- To enhance the skills, knowledge, and expertise of teaching and non-teaching staff.
- To promote a culture of continuous learning and improvement.
- To ensure that staff members remain updated with the latest developments in their respective fields.
- To improve the overall quality of education and administrative processes in the college.

3. Eligibility

All full-time teaching and non-teaching staff members of Thakur Ramnarayan College of Arts and Commerce, Dahisar (E) are eligible to apply for financial support for professional development activities.

4. Types of Supported Activities

Financial support will be provided for the following activities:

1. Faculty Development Programs (FDPs): Programs aimed at enhancing teaching methodologies, pedagogical techniques, and subject knowledge.
2. Training Programs and Workshops: Activities designed to improve specific skills, such as technological proficiency, communication, research methodologies, and administrative tasks.
3. Administrative Training Programs: Programs targeted at enhancing administrative and organizational skills for non-teaching staff members.
4. Refresher Courses: Short-term courses intended to provide updates on subject-specific content and emerging trends.
5. Attending conferences
6. Membership of Professional bodies
7. Research paper publication

5. Financial Assistance

The amount of financial assistance provided will be determined based on the nature of the program, its duration, and associated costs. The assistance will cover expenses such as registration fees, travel, accommodation, and materials.

6. Application Process

Staff members interested in availing financial support must submit a formal application to the designated authority. The application should include details about the program, its objectives, relevance to the staff member's role, and estimated budget. Applications should be submitted well in advance, preferably at least 4 weeks before the program start date. The designated authority will review the applications and determine the eligibility and amount of financial assistance.

7. Approval Process

The designated authority will assess the applications and prioritize based on the potential impact of the program on the staff member's professional growth and its alignment with the institute's objectives. Approved applicants will be notified of the financial assistance granted and any additional requirements or conditions.

8. Reimbursement Process

Upon successful completion of the program, staff members must submit relevant documentation and receipts to the college's finance department. Reimbursement will be processed in accordance with the college's financial procedures and policies.

9. Reporting

Staff members who receive financial assistance are required to submit a participation certificate or any other related document such as reports etc after completing the program. The report should highlight key takeaways, learnings, and how the program will benefit the college. These reports will be shared with the college administration for further assessment of the program's impact.

10. Accountability

Staff members who receive financial assistance are expected to actively participate in the chosen program and adhere to the program's schedule. Failure to complete the program without valid reasons may result in reimbursement obligations. Similarly, the criteria for continuation of membership of the professional bodies should be fulfilled.

11. Review

This policy will be periodically reviewed to ensure its effectiveness and relevance. Amendments may be made as necessary.

12. Conclusion

Thakur Ramnarayan College of Arts and Commerce, Dahisar (E) is committed to providing opportunities for professional growth and development to its staff members. This policy reflects the college's dedication to fostering a culture of continuous learning and improvement.

This policy document is effective from the date of approval.

Date of Approval: 02/07/2018

PRINCIPAL