

# **Mohindar Singh Kabal Singh Degree College, Kalyan (W)**

## **POLICY DOCUMENT FOR FINANCIAL SUPPORT TO TEACHERS**

The teachers at Mohindar Singh Kabal Singh Degree College is strongly encouraged to attend numerous seminars, conferences, and workshops because the college firmly believes in faculty empowerment.

### **Scope of Financial Support**

The teachers receive financial assistance for things like:

Attending conferences, workshops, and seminars for professional development.

Submitting research articles to prestigious publications.

All instructors, both full-time and part-time, are eligible to receive financial aid.

### **Forms of Financial Support**

Registration expenses for seminars, workshops, and conferences may be covered through financial assistance to the teachers:

In the case of out-of-town seminars, workshops, and conferences, travel and lodging expenses are covered.

Professional organisations' dues for membership.

Enrolling in a professional development course.

### **Procedure for Application and Approval**

The following process must be followed by the instructors in order to apply for and receive permission for financial support:

1. The department or committee sends teachers to conferences, seminars, or workshops. In order for teachers to participate, their registration costs, and any allowances that may be given, if any, the Head of the Department or Committee Convener must submit an application to the Principal. The Accounts division releases the funding for the project when the Principal has given his or her permission.
2. If the instructor paid the charge, the money is repaid once normal application and approval procedures have been followed.
3. The teachers must give the accounts department the pertinent receipts and a copy of the attendance certificate for their records.
4. The College approves the instructors' membership dues for professional organisations they plan to join. The Accounts division keeps the receipts and records when the concerned instructor submits an application for them.
5. The College pays the tuition for instructors who sign up for courses to advance their professional development. The Accounts department keeps track of the revenues and related documents.