



Mahila Vikas Sanstha's

**INDRAPRASTHA NEW ARTS
COMMERCE & SCIENCE
COLLEGE,** AT POST NALWADI, DIST. WARDHA (M.S.)

Accredited 'B' by NAAC

Approved by government
of Maharashtra

Affiliated to Rashtrasant Tukadoji
Maharaj Nagpur University, Nagpur

Recognised by U.G.C New Delhi
under section 2 (f) & 12 (b) of
UGC act 1956

INDRAPRASTHA NEW ARTS COMMERCE AND SCIENCE COLLEGE, WARDHA, MAHARASHTRA

POLICY DOCUMENT FOR FINANCIAL SUPPORT TO TEACHERS

OBJECTIVES OF THE POLICY

1. To encourage teachers to attend various conferences, seminars, workshops, FDPs for up gradation of subject knowledge.
2. To support the needs of financial kind for attending any other programme that specifies and involves training programmes for enhancing knowledge of the specific and allied subjects/ areas of interest.
3. To extend help of financial kind so that teachers can register themselves for various academic societies, professional and research organizations in turn helping them to extend academic linkages.
4. To exempt the registration fee for in-house teaching staff to attend professional training programmes organized by the institution.

FEATURES OF THE POLICY

1. The applicant teacher will have to VOLUNTARILY make application for refund of registration fees/ publication fees/ membership fees.
2. There will be a committee of teachers comprising of Hol, Coordinator of IQAC, 2/3 Members of IQAC to scrutinize the application by a teacher seeking financial help.

3. The Management will be appraised of the rules and procedures of financial help to teachers from time to time or at least once in 5 years.

4. A representative of Accounts & Finance section of the college may be nominated by the Hol to participate in the scrutiny committee.

5. Sanction of amount requested by applicant teacher will be finalized only after a formal approval by the scrutinizing committee.

6. Remarks made by scrutinizing committee will be final.

7. Expenses under this Head shall be maintained under Seminars and Conferences by the Accounts and Finance section.

8. A separate Head by the Accounts and Finance section may be created, if necessary.

9. Benefits under the scheme will be available to Permanent Teachers, Ad-hoc faculty members, CHB teachers equally.

10. "No Discrimination Policy to be observed while sanctioning the financial support

GUIDELINES FOR TEACHERS SEEKING FINANCIAL SUPPORT:

1. Application should be made on a plain paper/predefined format within 7 days from the date of completion (attendance) of Seminar Conference/Workshop/Faculty Development Programme.

2. Application should be forwarded through Head of the Department.

3. Required proofs such as registration receipt/ fees & certificate of attendance/participation, Joining letter after availing duty leave and a report with objectives and outcome of attending/participating in the event should be attached along with the application.

4. A dedicated amount under Financial Support will be sanctioned to teachers as per the following manner:

a. Rs. 1000/- only for attending/participating in seminar/workshop /conference, etc. (Within Maharashtra)

b. Rs. 2000/- only for attending/participating in seminar/workshop/conference, etc. (Within India)

c. Rs. 1500/-only for attending/participating in seminar/ workshop/conference, etc. and paper presentation.

d. Rs. 2000/- only for attending/participating in seminar/workshop/conference, etc. and paper publication in conference proceedings, Journals/non-indexed journals.

e. Rs. 2500/- only for attending/participating in seminar/workshop/conference, etc. and paper publication in CARE listed journals/Scopus/Web of Science.

f. Rs. 2000/- only for contributing a chapter in books to be published by reputed publishers.

g. Research Papers presented/published in journals and Chapters in Books should be submitted (Soft and Hard Copies) to the Librarian of the College for creating local database.

h. The Policy is subjected to periodic review.



S. S. Petase
Coordinator
Internal Quality Assurance Cell
Indraprastha New Arts Commerce
and Science College, Wardha

[Signature]
PRINCIPAL
Indraprastha New Arts, Commerce
& Science College, WARDHA.