

Sharda Education Society's



**Anand Vishwa Gurukul
Senior Night College**

Next to Mittal Park, Raghunath Nagar, Wagle Estate, Thane (W) - 400604

(Affiliated to the University of Mumbai, Mumbai)

**POLICY ON FINANCIAL ASSISTANCE TO
TEACHERS FOR RESEARCH AND
TRAINING AND DEVELOPMENT**

POLICY DOCUMENT FOR FINANCIAL SUPPORT TO TEACHERS

Anand Vishwa Gurukul Senior Night College extends full support to the faculties for attending various seminars, conferences, workshops, paper presentation, paper publication and encourages teachers to avail membership of various academic and professional bodies.

Objective:

Anand Vishwa Gurukul Senior Night College is committed to supporting its faculty members in their professional development and academic pursuits. This policy outlines the financial support available to teachers for attending various seminars, conferences, workshops, paper presentations, paper publications, and acquiring membership in academic and professional bodies. The objective of this policy is to encourage and facilitate faculty engagement in these activities for their continuous growth and contribution to the academic community.

Financial Support Provided:

1. **Payment of Registration Fees:** The College will cover the registration fees for teachers who wish to attend seminars, conferences, and workshops organized by various universities/colleges.
2. **Payment of Publication Charges:** Financial support will be provided for the publication of research papers by faculty members.
3. **Membership Fees of Professional Associations:** The College will cover the membership fees of recognized and important academic and professional associations upon application by the concerned teachers.
4. **Enrolment Charges for Professional Development Courses:** Teachers seeking professional development through courses will receive financial assistance for enrolment charges.
5. **Payment of Registration Fees and Honorarium:** The College will cover registration fees and honorarium for panel members participating in the career advancement scheme.

Procedure:

1. **Application by Teachers:** Faculty members interested in availing financial support for any of the mentioned activities (seminars, conferences, workshops, paper presentations, paper publications, membership, or professional development courses) must submit an application to the principal. The application should include details of the event or activity, the purpose, and the estimated financial requirements.
2. **Principal's Review:** The principal will review the applications and assess their alignment with the college's objectives. If the application is approved, it will be forwarded to the accounts department for processing.
3. **Payment Process:** Once approved, the accounts department will process the payment directly to the organizing body, publication, or association on behalf of the faculty member. In the case where the faculty member has already made the payment, reimbursement will be made upon submission of the original receipt and a copy of the certificate received from the organizing body.
4. **Membership Fees:** Faculty members seeking support for membership fees must submit an application to the principal. Upon approval, the college will directly pay the membership fees to the respective association, and records of these transactions will be maintained by the accounts section.

This policy is designed to foster a culture of continuous learning and development among our teaching staff. By offering financial support for various academic and professional activities, we aim to enhance the skills and knowledge of our faculty members, thereby contributing to the overall academic excellence of Anand Vishwa Gurukul Senior Night College.
