



Office of the Principal

SWAMI VIVEKANANDA COLLEGE

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Affiliated to Assam University, Silchar.

Provincialised Under Act 2011.

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Policy Document: Financial Support for Teachers' Professional Development

Swami Vivekananda College recognizes the importance of continuous professional development for its faculty members to enhance their teaching, research, and professional skills. In line with this commitment, the college has established a policy to provide financial support to teachers for attending conferences, workshops, and for membership fees of professional bodies.

Objective:

The primary objective of this policy is to encourage and support faculty members in their pursuit of ongoing professional development activities, thereby fostering a culture of lifelong learning and academic excellence within the institution.

This policy applies to all full-time faculty members of Swami Vivekananda College who have completed a minimum of one academic year of service.

Financial Support:

1. Conference and Workshop Attendance:

- Faculty members are eligible to receive financial support for attending conferences, seminars, workshops, and similar academic events relevant to their field of expertise.
- The maximum amount of financial support provided shall be determined by the college administration based on available funds and the significance of the event.
- Financial support may cover registration fees, travel expenses, accommodation costs, and other related expenses, subject to approval.
- Faculty members must submit a formal request for financial support to the designated authority at least one month prior to the event, providing details such as the event name, dates, location, purpose, expected benefits, and estimated expenses.

2. Membership Fees of Professional Bodies:

- Swami Vivekananda College encourages faculty members to become members of relevant professional bodies and associations to stay updated with the latest developments in their respective fields.
- The college will reimburse a portion of the membership fee for faculty members who join or renew their membership with recognized professional bodies.
- Reimbursement amounts will be determined by the college administration based on the prevailing policies and budgetary constraints.
- Faculty members must submit proof of membership and payment of membership fees to the college administration for reimbursement.

Guidelines and Procedures:

1. Application Process:

- Faculty members must submit a formal application for financial support, clearly stating the purpose, benefits, and estimated expenses of the proposed professional development activity.
- Applications must be submitted to the Head of Department or designated authority for initial review and approval.
- Approved applications will be forwarded to the college administration for final approval and processing of financial support.

2. Documentation and Reporting:

- Faculty members must maintain records of their professional development activities, including receipts, certificates, and any other relevant documentation.
- A post-event report detailing the outcomes, insights gained, and the impact of the professional development activity on teaching, research, or professional practice must be submitted to the college administration.

3. Budget Allocation:

- The college administration will allocate funds for faculty professional development in the annual budget, taking into account the anticipated needs and priorities of the institution.

- Allocation of funds will be based on factors such as the number of faculty members, their areas of specialization, and the expected benefits of professional development activities.

Review and Evaluation:

This policy will be reviewed periodically to ensure its effectiveness and relevance. Feedback from faculty members and stakeholders will be solicited to identify areas for improvement and refinement.

Swami Vivekananda College is committed to supporting the professional growth and development of its faculty members through financial assistance for attending conferences, workshops, and membership fees of professional bodies. By investing in the continuous learning and development of our faculty, we aim to enhance the quality of teaching, research, and overall academic excellence within the institution.


22/02/2023
Principal IC
Swami Vivekananda College
P.O.Chandkhira, Dist.Karimganj