



Navneet Education Society's
NAVNEET COLLEGE
OF COMMERCE & SCIENCE

Recognised under Section 2 (f) of the UGC Act, 1956

(Affiliated to the University of Mumbai, Mumbai)

POLICY DOCUMENT ON FINANCIAL SUPPORT TO TEACHERS

Prepared by

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Navneet College of Commerce and Science,

Mumbai

Introduction:

Navneet College of Commerce and Science recognises the pivotal role of research and continuous improvement in teaching and learning to enhance the overall educational experience. Given the dynamic landscape of education globally, it is imperative for educators to adapt, diversify, and stay abreast of contemporary developments. This policy aims to support faculty members in their academic endeavours by providing financial assistance and facilitating opportunities for professional growth.

Policy Statement:

This program is designed to foster the professional development of faculty members, enabling them to contribute effectively to academic excellence. Financial support is extended to educators to attend seminars, symposia, conferences, workshops, and training sessions, both within India and abroad. This initiative aims to promote knowledge sharing, academic collaboration, and networking, creating an environment conducive to scholarly pursuits. The outcomes of such engagements are expected to enhance the professional and personal effectiveness of faculty members, ultimately contributing to institutional, individual, and student academic achievements.

Objectives:

- (1) **Financial Assistance:** Provide support for faculty members to participate in various academic activities such as seminars, conferences, workshops, and training programs, both nationally and internationally.
- (2) **International Collaboration:** Encourage faculty members to engage in international collaborations, exchange programs, and internships to broaden their academic horizons.
- (3) **Research Funding:** Promote faculty participation in research and outreach activities by facilitating access to funding from recognized organizations.
- (4) **Corporate Training:** Facilitate collaboration with corporate partners to provide training programs essential for the smooth operation of collaborative initiatives.
- (5) **Capacity Building:** Organize career and skill capability enhancement programs for faculty members.

- (6) **Departmental Support:** Allocate funds at the departmental level for guest lectures, seminars, field visits, and other departmental activities.
- (7) **Professional Competency:** Organize staff training and development programs to enhance professional competency.

Scope of the Policy:

This policy encompasses all levels of academic and research activities, excluding certification programs. Participation in these programs is subject to local need evaluations and approval, aligning with the institution's requirements and academic standards.

Eligibility Criteria:

Teaching and non-teaching staff members on a permanent basis, including those on probation, are eligible for grants under the following circumstances:

- (1) Financial support for professors attending workshops, FDPs, and conferences.
- (2) Seed money for research projects with a social impact.
- (3) Encouragement for faculty to attend workshops, trainings, and refresher programs.

Procedure for Availing Grants:

- (1) Applications for national conferences/seminars should be submitted at least 7 days in advance. For international events, the application must be submitted 45 days in advance.
- (2) The IQAC will scrutinize applications for relevance and need. In the case of multiple applicants from the same department, the principal's decision is final.

Outcome Reporting:

- (1) Staff members must submit a detailed report and bills for reimbursement within a week of returning.
- (2) Original copies of travel-related documents and a brief report on the event should be provided for reimbursement.
- (3) Faculty attending international events are encouraged to publish their work in reputable international journals.