



Financial Policy: Financial Assistance for Teachers at St. Joseph's college

- ***Purpose***

St. Joseph's College, Moolamattom, recognizes the importance of continuous professional development for its faculty members. This policy provides the procedures for teacher financial aid for professional body registration, attendance at workshops, and seminars in order to accomplish this purpose. With the help of this strategy, our teaching staff will be able to grow and develop, which will improve the institution's capacity for both research and high-quality instruction.

- ***Scope and Statement***

All full-time and part-time teachers at St. Joseph's College, Moolamattom, who wish to receive financial support for professional development activities must adhere to the terms of this policy. The financial aid is intended to pay for professional body registration fees as well as travel and lodging expenses for attending workshops and seminars. The teaching staff at St. Joseph's College, Moolamattom, will get financial support in order to participate in professional development activities, which will improve the institution's overall educational effectiveness and quality.

- ***Eligibility Criteria***

The policy allows full-time faculty members, both permanent and contract teachers, who have worked at the college for at least one month to apply for financial aid. Candidates for financial aid must be part-time faculty members at St. Joseph's College, Moolamattom, and have worked there for at least two months.

- ***Types of Financial Assistance***

The cost of joining reputable organizations or professional bodies that are related to the faculty member's area of competence will be covered through financial aid. In accordance with the maximum funding limit, the help will not be more than 90% of the entire registration charge.

The cost of attending workshops and seminars closely associated with the faculty member's subject matter or area of expertise will be covered through the provision of financial aid. Subject to the maximum funding limit, the help will pay 75% of the registration price, travel costs, and lodging costs.

- ***Application***

Faculty members seeking financial assistance must submit a formal application to the College Administration Office. The application must include the following: A written request detailing the purpose, relevance, and expected benefits of the professional development activity. Documentation of the workshop/seminar or professional body registration, including an official brochure, registration form, or an



invitation letter. An estimate of the costs associated with the activity, including registration fees, travel, and accommodation expenses.

Applications will be reviewed by a designated committee within the college. The committee will assess the applications based on the eligibility criteria, the alignment of the proposed activity with the faculty member's teaching or research responsibilities, and the availability of funds.

- ***Notification***

Faculty members will be notified of the committee's decision within a reasonable timeframe. Successful applicants will receive financial assistance for their professional development activities.

- ***Funding Limits and Registration Fees***

Financial assistance for professional body registration will cover up to 90% of the total registration fee, with a maximum funding limit of INR 7500

- ***Workshop and Seminar***

Financial assistance for attending workshops and seminars will cover the following costs, subject to a maximum funding limit of INR 7500. Up to 75% of the registration fee, travel expenses, including airfare, train tickets, or fuel costs, accommodation expenses, limited to the duration of the workshop or seminar.

- ***Reporting and Accountability***

Faculty members who receive funding are required to keep track of all costs associated with the professional development activity. Original receipts, bills, and travel schedules are included in this.

- ***Reporting***

Upon completion of the professional development activity, faculty members must submit a report to the College Administration Office. The report should include a summary of the learning and experiences gained, as well as how these will benefit their teaching or research at the college.

- ***Periodic Review***

The college administration will conduct periodic reviews of this policy to ensure its effectiveness and relevance. Any necessary amendments will be made in consultation with faculty and staff.

- ***Policy Amendment***

This policy is subject to change, and any amendments or updates will be communicated to all faculty members and staff accordingly.



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Time of implantation of this policy is from 01 June, 2019

Authorized Signatory

[Handwritten Signature]

Principal

St. Joseph's College, Moolamattom

