



The Policy on Providing Financial Support to the Teachers


1. Policy Statement

TKCP believes that – energetic, enthusiastic, engaged faculty is the backbone of HEI. To transform teacher into subject matter expert (SME) delivering knowledge using effective teaching techniques (ETTs) and to perform well in all other domains particularly research and extension activities, it is essential to promote them to take membership of professional bodies/ organisations as well as delegating in conference, workshops/ QIPs/ FDPs etc. This policy is enforced in order to help staff to attend such events and become members of professional organisation to grow multi-round. It also covers providing financial support for quality research. The monetary support to non-teaching staff in similar context is also covered under the scope of this policy.

2. Objectives

- To encourage the teaching staff for research papers presentation(s) in conferences/ workshops/ symposiums/ seminars of repute;
- To support the teaching staff to participate in important events in the pharma profession to refurbish advances in the field;
- To help participate in QIPs and FDPs to upgrade in their knowledge;
- To help them participate in forums of professional importance and develop and improvise in the network and collaborations;
- To support the teaching staff to progress in teaching-learning process by attending the programmes especially like ‘train-the-trainer’;
- To promote them as resource person in conferences/ workshops/ symposiums/ seminars of repute and show-case their expertise, research, knowledge etc.;
- To help them grow professionally;
- To enhance their academic credentials in line with UGC expectations etc.


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3. Mechanism of granting financial aid

The mechanism of the grant of financial support is as depicted in following figure;

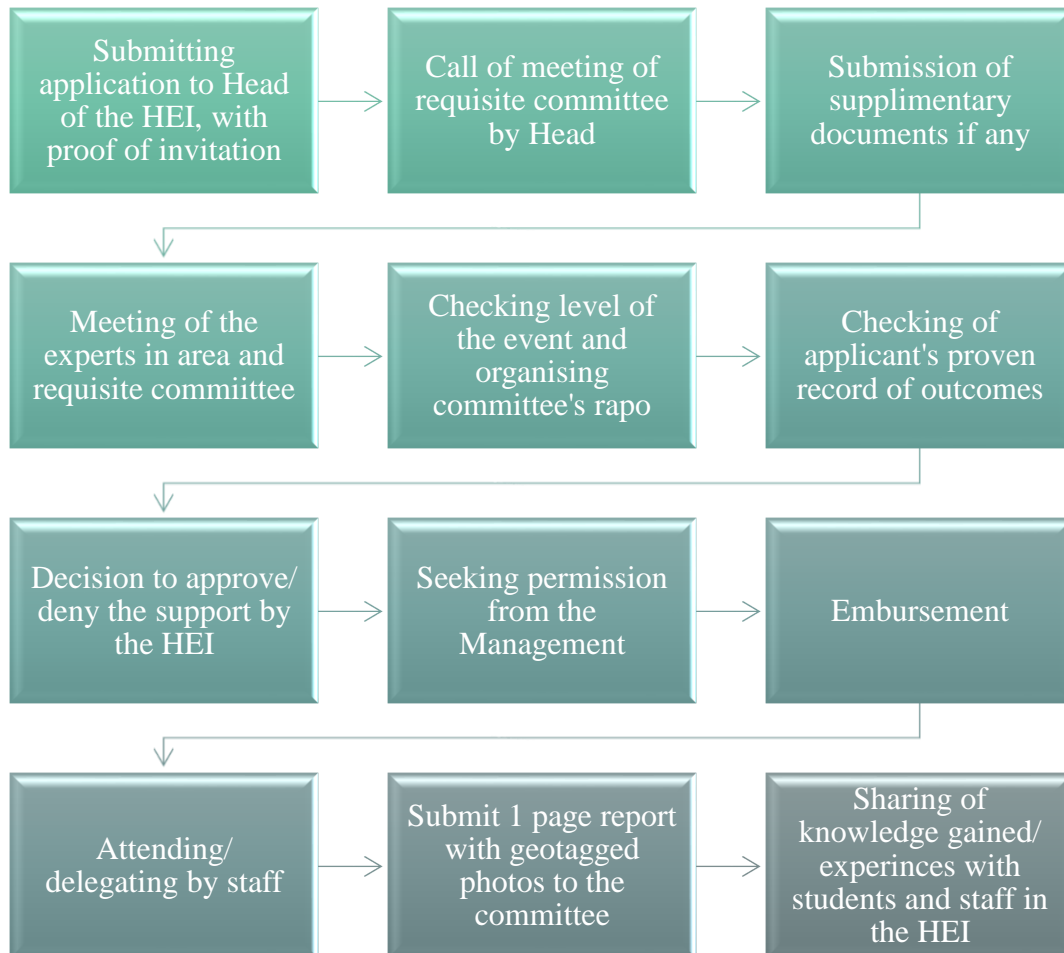



Fig.: Mechanism of granting financial aids to the teachers and non-teaching staff

The Head of the HEI's decision, in consultation with requisite experts shall be considered final. Staff must take at least 1-month prior permission in case of the deadline-based nature of the events, as there may be likely increase in registration fees and travel charges due to delay. Though HEI is having machinery to approve financial support in lesser period of time if the situation demands so. In case if there are multiple applications preference may be given to those applicants who have secured partial assistance from external sponsors/ sources.


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4. Who is eligible?

Any teaching/ non-teaching staff of the HEI can attend,

- Conferences/ seminars/ symposia/ workshops if invited with formal letter of invitation to attend;
- The programme that the HEI and requisite committee feels worthy enough to be attended by the staff;
- The event that the HEI and respective committee feels useful to enhance knowledge/ skills/ values/ ethics and other domains useful for the staff as well as HEI Pattern of assistance;
- The event of which organizing committee is international/ national body of high professional repute.

5. In which circumstances?

- SME delivering key-note address/ plenary lecture/ invited lecture;
- Teacher delegating in the conference and presenting poster;
- Teacher invited as chair of a session;
- Faculty invited under international/ national exchange programmes by the collaborative partners;
- Teacher invited to attend the professional body's meetings
- Staff intends to participate in training and workshop for enhancing knowledge/ skill etc.;
- Faculty delegating in QIP/ FDP that ensures improved contribution to the HEI etc.

6. Major categories for providing financial support to the teachers to promote

- Teaching-learning related and pedagogies related activities/events;
- Research and innovation events;
- Start-up and entrepreneurship development conclaves;
- Co- and extra-curricular/ sports events;
- Leadership and professional development activities

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7. Challenges and Opportunities

Some of the challenges the HEI's presently facing are:

- Checking credentials of the event/ conference/ seminar/ symposium/ workshops etc.;
- Seeking genuine reputation of the organizing committee of the event;
- Verifying genuine proven record of the staff.

8. On duty leave

The HEI will avail duty leaves, a maximum of 21 days per academic year to be granted for the following;


- Attending conferences/ congresses/ symposia/ seminars on behalf of the college;
- Attending meetings of recognized associations;
- Delivering session where invitation is received and accepted by the HEI;
- Working in another Indian/ university abroad, or any other agency/ organization deputed by the university/ the HEI;
- Delegation in the committee appointed by the Central/ State Government, Government authority, the UGC, the university, the HEI or any other academic body, that Head of the HEI agrees with;

The duration of leave shall be such as sanctioned by the HEI on each occasion. In case where duty leave exceeds 21 days, the sanctioning authority may consider additional time on each occasion.

9. Auditing

To ensure the financial support to deserving candidate(s), and cross check the utilization of the grant(s), auditing of the whole process is carried out with financial audit every year.


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