



ST. XAVIER'S COLLEGE MAHUADANR

Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11

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Accredited with 'B' Grade by NAAC, Recognized by UGC

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POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFF

Policy for Financial Support to Teaching Staff to Attend FDPs, Research Works, Conferences, Workshops, Seminars, Symposia, and Membership Fees

St. Xavier's College, Mahuadanr (SXC), recognizes the importance of research and continuous improvement in the teaching and learning process to enhance classroom excellence. With evolving changes in education structures both nationally and globally, promoting accessibility to learning, educators are required to be adaptable, flexible, and diverse in their approach. To empower faculty members in upgrading their academic knowledge, SXC has established a comprehensive Policy for financial support.

Policy Statement

This program aims to facilitate the professional growth of teaching staff. It achieves this by providing financial support to faculty members, encouraging their participation in seminars, symposia, conferences, workshops, and training sessions. This initiative promotes knowledge sharing, academic advancement, collaboration, networking, and the creation of a conducive academic environment. These interactions contribute to enhancing both personal and professional effectiveness, leading to accomplishments at the institutional, individual, and student levels.

Objectives

i. To offer financial support to teaching faculty for the following purposes:

- Attending seminars, webinars, symposia, conferences, workshops, refresher courses, PhD program course works, book publications, and training workshops.
- Participating in international collaborations and exchange programs.
- Engaging in online/offline programs conducted within India and abroad for all teaching faculty members.
- Providing reimbursement of registration fees and DA/TA to encourage faculty participation in various conferences/workshops for professional development.

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- Enabling participation in Professional Development Programs, Capacity Building, Faculty Development Programs (FDPs), and Management Development Programs (MDPs).
- Facilitating training programs conducted by college collaborators for essential software/courses related to collaborative programs.
- Promoting and motivating faculty members to secure funding assistance for research, outreach/extension activities, and nationally recognized UGC programs.
- Arranging academic exchange programs with reputable institutions.
- Organizing career and skill enhancement programs.
- Allocating funds at the departmental level for guest lectures, seminars, field visits, and association events.
- Conducting 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 such programs is subject to local need evaluations, approvals, and alignment with the institution's requirements. Faculty participation should align with academic content or research standards as outlined in the Research Policy.

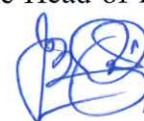
Policy Guidelines

The following guidelines are aligned with St. Xavier's College, Mahuadanr's policies:

- Permanent and probationary teaching and non-teaching staff members are eligible for grants under specific circumstances.
- Financial assistance supports professors in attending workshops, FDPs, and conferences to enhance intellectual capabilities.
- Faculty members are encouraged to attend workshops, training, and refresher programs.
- Participation in international conferences is promoted among all faculty members.
- After probation, faculty members are encouraged to apply for UGC grants and other funding agencies with Principal approval.

Procedure for Availing the Grant/Aid

- For national conferences/seminars, applications must be submitted to the Principal at least 7 days in advance.
- For international events, applications should be submitted to the Principal at least 45 days in advance, along with an approved alternate teaching plan from the Head of Department to ensure minimal disruption to students.


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- The Research Advisory Committee (RAC) evaluates applications for relevance and need.
- In case of multiple applicants from the same department, the Principal's decision holds.

Reports/Outcome Recording of Events

- Upon return, staff members must submit a comprehensive report along with bills for reimbursement within a week.
- Reimbursement is contingent on submission of original travel documents, certificates of attendance/participation, and a brief report on the event.
- Faculty members attending international seminars or conferences are encouraged to publish their work in reputable international journals.
- Copies of participation certificates, best paper certificates, and other relevant documents should be shared with the Research Department.

Annexure1: Application for Attending International /National /State Conference/ Workshop /Symposia/Training

- Name:
- Department:
- Date of the Event:
- Role in the Event:
- Event Duration:
- Financial Assistance Already Availed During Current Year:
- Number of Events Attended During Current Year:
- Type of Leave Currently Availing:

If Applying for Advance Amount, Submit:

Copies of acceptance letter from the conference organizer

Abstract of the paper to be presented and accepted by the conference organizer (up to 300 words)


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