

SAINATH EDUCATION TRUST'S

RAJIV GANDHI COLLEGE OF ARTS COMMERCE & SCIENCE

(Permanently Affiliated to University of Mumbai)

Accredited by NAAC, Grade 'B'



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Ref. No. _____

Date : _____

Financial Support Policy for Teachers

Introduction

This policy aims to provide financial support to teaching staff at Sainath Education Trust's Rajiv Gandhi College of Arts, Commerce, and Science for participation in conferences, workshops, seminars, and other academic and professional development activities. The college recognizes the importance of nurturing academic growth and facilitating the exchange of knowledge in the interest of both the institution and its faculty members.

Objectives

The primary objectives of this policy are as follows:

- ❖ To encourage teaching staff to present research papers in conferences and workshops.
- ❖ To support teaching staff in exploring novel developments, emerging challenges, and future perspectives in their respective fields of interest.
- ❖ To promote teaching, learning, research, extension activities, and governance through active participation in conferences, workshops, and other academic events.
- ❖ To enhance the academic credentials of the teaching staff in line with the expectations of the University Grants Commission (UGC).



Policy and Guidelines

Financial support will be provided to teaching staff in the following major categories:

- ❖ Teaching Learning and Related Activities
- ❖ Research and Related Academic Activities
- ❖ Co-curricular, Extracurricular, and Professional Development Activities

On Duty Leave

Duty leave of up to a maximum of 20 days in an academic year may be granted for the following purposes:

- ❖ Attending conferences, congresses, symposia, and seminars on behalf of the .
- ❖ Delivering lectures in institutions and Universities / Colleges upon invitation received by the college.
- ❖ Working in other Indian or foreign universities, institutions, or organizations when deputed by the college.
- ❖ Participating in delegations or working on committees appointed by the Central Government, State Government, UGC, Universities / Colleges, or other academic bodies.
- ❖ The duration of leave will be determined by the Sanctioning Authority on each occasion.

Eligibility

A. Financial assistance may be provided to teaching staff invited to International / National academic conferences, seminars, symposia, and workshops, considering the standing and quality of the event and its potential to enhance the beneficiary's professional skills.

B. Financial assistance may be granted for the following purposes:

- ❖ Delivering key-note addresses / plenary lectures.
- ❖ Presenting research papers.
- ❖ Chairing sessions.
- ❖ Invitations under International Collaboration Exchange Programmes.
- ❖ Giving symposium talks, invited lectures, or participating in discussions.
- ❖ Enhancing knowledge through training and workshop attendance.



❖ Professional and Faculty Development Programmes.

Pattern of Assistance

Each eligible teacher is entitled for Grant to support their academic and professional development activities. No Minimum or Maximum amount has been fixed. Principal and Management take decision based on requirement. In cases where the amount is insufficient, applicants are encouraged to seek additional funds from external sources.

Application Procedure

Teaching staff shall submit applications at least 30 days before the commencement of International / National events. For international events, applications should be routed through the respective Head of Department and Principal, will make the final decision after consultation with Management.

Monitoring the Outcome

Faculty members must submit detailed reports and bills for adjustment within one month of returning from the event. Delayed settlement / adjustment may result in a 15% penalty unless condoned by the Principal/Management in exceptional circumstances. Faculty attending training programs / workshops should present their learning's to their department.

Processing of the Application

The Principal / Management decision is binding and final. Faculty members are encouraged to obtain permission at least one month in advance due to the deadline-based nature of events and potential cost increases caused by delays. The college will not be responsible for any cost increases due to delays.




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