



Rishi UBR Women's College

(Accredited by NAAC with 'A' Grade)

(Affiliated to Osmania University, MBA Approved by AICTE)

Near JNTU Metro Station, Kukatpally, Hyderabad - 500 085.

Ref. :

Date : _____

Policy Document on Providing Financial Support to Teachers

Guidelines for financial support to teachers for staff development Programs

The following is the institutional policy for providing financial support to permanent faculty for attending conferences / workshops / publications / faculty development programmes and towards membership fee of professional bodies.

(i) Prerequisites:

- (a) Faculty members who complete minimum 6 months of service are entitled for reimbursement.
- (b) Faculty seeking financial support have to fill the requisition form, get approved by the head of the department.
- (c) Further, head of the department gets approval from the Principal.
- (d) A faculty member will be given financial assistance for 1 (membership fee) and 2 (conference / workshop / publication / fdps, etc.,)

1. Conferences / Workshops :

(ii) Financial assistance will be provided as below

(a) For Local:

1. Paper Presentation in the conference:

- (a) Faculty members are provided with financial support with registration fees or an amount of Rs. 1500/- whichever is possible.

2. Participation in Conference / Workshop:

- (a) Faculty members are provided with financial support with registration fees or an amount of Rs. 1000/- whichever is possible.

(b) For National / International:

1. Paper Presentation in the Conference:

- (a) Faculty members are provided with financial support with registration fees or an amount of Rs. 1500/- whichever is possible, along with one way A/C 3rd class train fare if travelling within India.

(b) Travelling expenses for attending International Conferences in person out of India will not be borne.

2. Participation in Conference / Workshop:

(a) Faculty members are provided with financial support with registration fees or an amount of Rs. 1000/- whichever is possible.

2. Publications:

(iii) Financial assistance will be provided as below

UGC care journal – Rs. 1500/-

Scopus publication - Rs. 3000/-

Peer-reviewed - Rs. 1000 /-

3.FDPs / Refresher Programmes / STTPs / Professional Body Membership

(iv) Financial assistance will be provided as below

50% of the registration / membership fee.

(v) Documents to be submitted

(a) **Local:** Photocopy of Certificate of Participation, Paper Presentation (If Any), Receipt of registration fees paid and report on attended programme in the prescribed format. Later, published paper has to be submitted to the head of the department.

(b) **National / International:** Photocopy of Certificate of Participation, Paper Presentation (If Any), Receipt of registration fees paid, travel ticket (within India) and report on attended programme in the prescribed format. Later, published paper has to be submitted to the head of the department.

(c) **Paper publication:** Excerpts of the published paper

(d) **FDPs / Refresher Programmes / STTPs / :** Photocopy of Certificate, Receipt of registration fees paid, report on training undergone along with the training material.

(e) **Profession body Membership:** Certificate

