



Sri Nanak Jhira Saheb Foundation

GURU NANAK COLLEGE OF EDUCATION

Teachers Colony Manhali Road Tq & Dist : Bidar-585 403

College Website: www.gurunankbed.org

Mail : Gurunankbedcollege@gmail.com

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POLICY DOCUMENT FOR FINANCIAL SUPPORT TO TEACHERS

Guru nanak College Of Education firmly believes in empowering the faculty by encouraging them to attend various seminars, conferences and workshops and professional development.

Scope Of Financial Support

The teachers are provided with financial support for professional development activities like

- Participating in the seminars, workshops and conferences.
- Publishing research Papers in highly reputed journals.
- All the full –time teachers can avail the financial support

Forms of Financial Support

The financial support to the teachers can be provided for

- 50% Registraration fees for seminars,workshops and conferences.
- Membership fee of professional bodies
- Enrolling for a Professional Development course

Procedure for Application and Approval

The teachers are need to follow the following procedure for application and approval for availing the financial support by the management.

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1. Teachers are deputed for seminars, workshops or conferences by the management.

The Head of the Department / Committee Convener should submit an application to the Principal.

Regarding the teachers participation, their registration fees and, any allowances, if applicable.

After the approval by the Principal, the management funds are released for the same by the Accounts section.

2. In case ,the fee is paid by the teacher, the amount is reimbursed after following the proper application and the approval procedure.
3. The teachers should submit the relevant receipts and a copy of the attendance certificate to the Accounts section for their record.
4. The College sanctions the membership less of the teachers who intend to become members of professional bodies. Upon submission of the application by the concerned teacher for the same, the receipts and records are maintained by the Accounts section.
5. The College sanctions the course fee of the teachers who enroll for any course in order to enhance their professional skills. The receipts and records for the same are maintained by the Accounts section.



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