



Malabar Training College, Peravoor

(Affiliated to Kannur University, Recognized by NCTE New Delhi)

Peravoor, Kannur, Kerala

NAAC Accreditation 2024

Cycle I

SSR – Criterion VI

6.3.2 Institutional policy document on providing financial support to teachers

Affidavit

I do here by certify that, all the pages in this document are duly authenticated by me, under my privilege as the Head of the Institution of Malabar Training College, Peravoor, Kannur, Kerala.




PRINCIPAL
MALABAR TRAINING COLLEGE
PERAVOOR
KANNUR DT., KERALA - 670673

FINANCIAL SUPPORT POLICY FOR TEACHERS' PROFESSIONAL DEVELOPMENT

Purpose:

This policy outlines the procedures and guidelines for providing financial support to teachers for attending seminars, conferences, and workshops, and covering membership fees for professional development bodies. The institution recognizes the importance of continuous professional development for its teaching staff and is committed to facilitating opportunities for growth and learning.

1. Eligibility:

All full-time teachers employed by Malabar Training College are eligible to apply for financial support under this policy. Part-time and temporary teachers may also be considered on a case-by-case basis.

2. Financial Support Categories:

Financial support will be provided for the following categories of activities:

- a. **Seminars and Conferences:** Teachers may seek financial assistance to attend relevant seminars and conferences. Funding may include registration fees, travel, accommodation, and per diem expenses as per the discretion of the institution.
- b. **Workshops:** Teachers may apply for financial support to attend workshops that enhance their professional development. The financial support will cover registration fees, materials, and other related costs.
- c. **Membership Fees:** The institution will cover the annual membership fees of teachers for relevant professional development bodies or association upon request if needed.

3. Application Process:

Teachers who wish to avail of financial support for professional development activities should follow the application process outlined below:

- a. Teachers must submit a written request for financial support to the Principal.
- b. The request should include details of the event or activity, its relevance to their role at Malabar Training College, a budget proposal, and the expected benefits of the professional development opportunity.
- c. The Principal and IQAC will review the request and may forward it to the manager if found significant and relevant.




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4.Approval and Disbursement:

Upon approval, financial support will be disbursed to the teacher in the following manner:

- a. For seminars, conferences, and workshops, the institution will directly pay or reimburse the teacher for registration fee, and other pre-approved expenses. Travel, accommodation, and per diem expenses will be reimbursed upon submission of valid receipts and invoices.
- b. Membership fees for professional development bodies will also be paid by the institution.

5.Obligations of Teachers:

Teachers who receive financial support are expected to:

- a. Actively participate in the professional development activities.
- b. Share the knowledge and skills gained with their colleagues when appropriate.
- c. Submit an expense report with valid receipts and invoices for reimbursement within One week after the event.

6.Budget Allocation:

The institution will allocate a budget for professional development support each financial year. Financial support will be provided on a first-come, first-served basis, subject to the availability of funds.

7.Compliance and Reporting:

The institution's Finance Department will monitor and report on the utilization of the budget allocated for professional development. A yearly report will be shared with the management to ensure transparency and accountability.

8.Review:

This policy will be reviewed on an annual basis to assess its effectiveness and to make necessary revisions as required.




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