

Annai Hajira Women's College

Melapalayam, Tirunelveli – 627 005

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)

Policy for providing financial support to Teachers

Introduction

The Staff working in the College always enrich knowledge by improving their qualification, by attending various programs, publishing articles, participating in Seminars, FDP and Orientation Courses amidst their routine work.

The purpose of financial support policy for teachers is to provide guidelines and procedures for supporting them financially to enhance their professional development and overall job satisfaction.

Scope

The Policy applies to all full time teachers working in Annai Hajira Women's College.

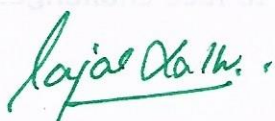
Objectives of the Policy

- To provide financial support to teachers for professional development and research activities.
- To recognise and reward teachers for their dedication.
- To enhance the academic credentials among teachers of Annai Hajira Women's College.
- To support the teachers to avail the opportunity to face challenges in the field of research.
- To enrol as members in Professional Bodies

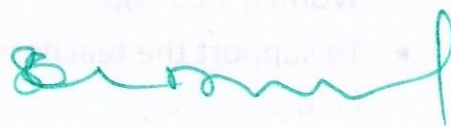
Procedure for Application and Approval

The teachers need to follow the following procedure for application and approval for availing the financial support

1. Teachers attending seminars, FDP, workshops or conferences may apply directly to the Principal mentioning the registration fees and any allowances, if applicable. After the approval of the Principal, the funds are released for the same.
2. The deputed teacher needs to submit the relevant receipts and a copy of the attendance certificate to the College for record-keeping
3. The teachers may be interested to become members of Professional bodies, in which case the College sanctions the membership fee upon the application of the concerned teacher for the same. All the relevant documents must be submitted to the Principal's office within a week of participation or obtaining membership. After scrutinising all the documents, the Principal will approve the reimbursement of expenses incurred.
4. There are teachers who may be interested in enrolling for any course to enhance their professional skills. The College sanctions the course fee to the teachers. The receipts and records for the same are maintained by the College.
5. The number of times and quantum of financial support will be decided by the College subject to availability of funds under the relevant head.



PRINCIPAL
ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005.



SECRETARY
ANNAI HAJIRA WOMEN'S COLLEGE
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