



BISHOP CHULAPARAMBIL MEMORIAL COLLEGE
(B.C.M. College)
KOTTAYAM
(NAAC REACCREDITED)

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POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFF

POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFFS TO ATTEND FDPs, RESEARCH WORKS, CONFERENCES, WORKSHOPS, SEMINARS, SYMPOSIA AND MEMBERSHIP FEES

Bishop Chulaparambil Memorial College, Kottayam believes that research and quality improvement in the teaching and learning process contribute to classroom excellence. Teachers are encouraged to attend quality enhancement programmes to upgrade them with the changing trends of education. The institution practices a well-designed financial policy for the academic quality enhancement of the faculty.

Policy Statement

The institution provides financial assistance to teachers for attending seminars, conferences, symposia, workshop, refresher and orientation programmes, towards membership fee in professional organizations and for publication of articles to enhance academic quality of teachers as well as to achieve career advancement. The policy would aid in sharing knowledge, fostering academic growth, increasing collaborations and networking. This also helps to create a conducive environment for academic study. The outcomes of such interactions and interventions would augment professional and personal effectiveness of the faculty, leading to the individual, institutional and student achievement in academic quality and performance.

Objectives

- i. Provide financial assistance to all teaching faculty for the following:
 - a. Attending or participating in seminars, symposia, conference workshops, refresher courses, course works of PhD programmes, book publications, and training workshops in India and abroad.



- b. Providing financial assistance towards membership fee in professional organizations and for publication of articles in reputed journals.
- c. Encouraging faculty members to apply for travel grant funds.
- d. Providing financial assistance to faculty members in the form of reimbursement of registration fee and DA/TA to encourage their participation in various conferences/workshops for professional development.
- e. Provide financial support for Professional Development Programs,, Faculty Development Programmes (FDPs) etc
- f. To promote and motivate faculty members to avail funding assistance for research, outreach/extension activities, or nationally recognized UGC programmes from various funding organizations.
- g. To provide funds at the departmental level for guest lectures, seminars, and field visits, as well as performing association events, joint activities, and outreach programmes.
- h. Organizing staff training and development programmes to enhance professional competency.

Scope of the Policy

The policy extends to all levels of academic/research activities. Participation in such programmes is liable to local need evaluations and approval, and is consistent with the institution's requirements. The faculty should comply with the research standards and academic content standards as stated in the research policy. The policy equips the faculty with an opportunity for research and academic quality enhancement and excellence in academic performance.

Policy Guidelines

The following guidelines have been created in accordance with the institution's policies.



The teaching staff who are on a permanent basis and are on probation will be eligible for grants under the following circumstances:

- i. Financial support for teachers to attend workshops, FDPs, and conferences to improve academic performance.
- ii. Provide fund for research projects, particularly those with a social impact.
- iii. Financial assistance is available, and faculty members are encouraged to attend workshops, trainings, and refresher programmes.
- iv. After probation, faculty members are encouraged to apply for UGC grants and other funding agencies with the Principal's approval.
- v. The institution has a functional Research Committee separately for the Arts and Science Departments which conduct sessions for presenting papers.
- vi. The Research Committee through IQAC recommends financial assistance to teachers to publish papers in national and international journals.
- vii. The financial assistance provided to the faculty for attending conferences/workshops and for publishing paper is practiced as per the conditions enumerated in the research policy. The incentives for publication of articles in various peer reviewed journals:

Sl no	Type of Journal	Incentive
1	Class one Journals like Nature and Annals	10000
2	International Journals by reputed publishers	3000
3	National Journals Published outside the State and included in the UGC-Care list	2000



4	Publication in peer-reviewed conference proceedings outside the state	1000
5	Publication in Research Journals published from the state	500
6	Publication in Peer reviewed conference proceedings from the state	250

Based on the request of the concerned teacher incentives shall be given as reimbursement. In case of more than one teacher from the college, amount will be given equally among all the authors.

Faculty members are encouraged to attend professional development seminars, workshops and similar FDP programmes. The college will reimburse the expenses for attending seminars/Workshops/ Training Programme subject to a maximum of Rs. 2000/- during a financial year and subject to availability of funds with the following conditions.

50% of the registration fee shall be reimbursed to the members who are just attending conference or workshops.

75% of the registration fee shall be reimbursed to the members presenting papers at the conference.

No TA/DA will be provided from the college in case the member is an invited speaker of a conference /workshop.

However prior approval is necessary from the relevant authorities.

Procedure of Availing the Grant/Aid

- i. In the case of national conferences/seminars, applications should be sent to the Principal at least 7 days in advance.



ii. For international events, the application must be submitted to the Principal at least 30 days in advance, with an alternate teaching plan authorized by the corresponding Head of Department. The faculty member should also make sure that students' teaching hours are not affected.

iii. If there are multiple applicants from the same department, the principal's decision is final.

Reports/Outcome Recording of Such events

i. Within a week of returning, the teacher must submit certificate of participation and other relevant details to the IQAC. For fee paid towards membership in professional organizations, copy of certificate of membership has to be submitted along with proof of membership fee paid.

ii. In the case of any training programme attended by the staff, the details of the programme should be submitted to the respective department within a week of their return.

iv. Faculty members who attend an international seminar or conference should work on publishing their work in a reputable international journal.

v. Copies of participation certificates, best paper certificates, and other relevant certificates should be handed over to the Research Committee and IQAC.

Sher P. haval

