

SREE SWAMY VIVEKANANDA CENTRE OF TEACHER EDUCATION

POLICY FOR FINANCIAL SUPPORT TO STAFF

Policy for Financial Support to Teaching Staff for the Purpose of Attending Faculty Development Programs (FDPs), Research Activities, Conferences, Workshops, Seminars, Symposia, and Membership Fees.

At Sree Swamy Vivekananda Centre of Teacher Education, we firmly believe that the pursuit of research and continuous improvement in the teaching and learning process are instrumental in achieving excellence in the classroom. With the dynamic changes occurring in the field of education at both national and global levels, educators must be versatile and adaptable. Our institution acknowledges this and has designed a comprehensive policy to provide financial support to our teaching staff to enhance their academic knowledge and professional skills.

Policy Statement

The primary objective of this program is to empower our teaching faculty in their academic journey by providing them with financial support to participate in various academic activities such as seminars, symposia, conferences, workshops, research initiatives, and more, both within India and abroad. This financial assistance aims to encourage knowledge sharing, foster academic growth, promote collaborations, and expand professional networks. The resulting academic interactions will create an enriching environment for learning and research, which will ultimately benefit the institution, its individuals, and its students.

Objectives

1. Financial Assistance: Provide financial support to all teaching faculty for the following purposes:
 - a. Attending seminars, symposia, conferences, workshops, refresher courses, PhD programs, book publications, and training workshops in India and abroad.
 - b. Facilitating international collaborations and exchange programs, including international internships.
 - c. Encouraging faculty members to apply for travel grant funds.
 - d. Supporting participation in programs held both in India and abroad by reimbursing registration fees and providing DA/TA.
 - e. Offering financial assistance to cover registration fees and DA/TA for conferences and workshops aimed at professional development.
 - f. Enabling professional development through Capacity Building, Faculty Development Programs (FDPs), and Management Development Programs (MDPs).

2. Corporate Collaboration: Provide and facilitate training programs for faculty members through partnerships with corporate entities as part of collaborative initiatives conducted in India and abroad.

3. Academic Exchange Programs: Organize academic exchange programs for faculty members with reputable academic institutions whenever it is deemed essential.
4. Research Funding: Encourage faculty members to seek financial assistance for research, outreach/extension activities, or nationally recognized UGC programs from various funding organizations.
5. Training and Skill Enhancement: Offer training programs and financial assistance to qualifying teaching faculty members for essential software and courses required for the smooth operation of collaborative programs.
6. Career and Skill Enhancement: Organize career and skill capability enhancement programs to ensure the professional competency of teaching staff.
7. Departmental Initiatives: Allocate funds at the departmental level to support guest lectures, seminars, field visits, association events, joint activities, and outreach programs.
8. Staff Training and Development: Organize staff training and development programs to enhance professional competency.

Scope of the Policy

This policy covers a wide range of academic and research activities but does not include certification programs. Participation in such activities will depend on local needs and approvals while adhering to the institution's academic and research standards outlined in the Research Policy.

Policy Guidelines

The following guidelines have been established in accordance with the policies of Sree Swamy Vivekananda Centre of Teacher Education:

- Eligibility: Teaching and non-teaching staff members who hold permanent positions and those on probation are eligible for grants under specific circumstances, including financial support for attending workshops, FDPs, conferences, research projects, and international events.
- Application Procedure: Faculty members should submit their applications to the Principal/Registrar at least 7 days in advance for national events and at least 45 days in advance for international events. Alternate teaching plans, authorized by the Head of the Department, should be provided to ensure minimal disruption to regular teaching duties.
- Application Review: The Research Advisory Committee (RAC) will assess the applications for their relevance and need. In case of multiple applicants from the same department, the Principal's decision will be final.

- Outcome Reporting: Faculty members are required to submit a detailed report along with expense receipts within a week of returning from the event. In the case of research paper presentations, preference will be given to the first author. Any international seminar or conference attendance should result in an effort to publish the work in a reputable international journal.

In conclusion, the "Policy for Financial Support to Staff" at Sree Swamy Vivekananda Centre of Teacher Education is a testament to our commitment to academic excellence and professional development. By providing financial assistance to our dedicated teaching staff, we aim to create a thriving environment for research, collaboration, and learning, ultimately benefiting both the institution and its students. This policy sets the stage for our educators to reach new heights in their academic and professional journeys, and we look forward to witnessing the positive impact it will have on our institution's growth and the development of our students.

Annexure 1 - Application Form for Attending Conferences/Workshops

1. Name:
2. Department:
3. Date of the Event:
4. Role of the Applicant in the Event:
5. Duration of the Event:
6. Financial Assistance Already Availed during the Current Year:
7. Number of Events Attended during the Current Year:
8. Type of Leave Availing Currently:
9. Advance Amount Claimed (if applicable):

Copies of acceptance letter from the organizer of the conference.

Abstract of the paper to be presented and accepted by the organizer (up to 300 words).

We hope that this policy will empower our teaching staff to excel in their academic and professional journeys and contribute positively to the institution's growth and the development of our students.