



LAXMI CHARITABLE TRUST

SHRI CHINAI COLLEGE OF COMMERCE & ECONOMICS

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Accredited by NAAC with B grade

Policy document on providing financial support to teachers:

1. Introduction - The teaching and non-teaching staff at Shri Chinai College of commerce and Economics understands the value of ongoing professional development. As part of this commitment, the institution plans to financially support a range of professional development initiatives, such as Faculty Development Programs (FDP), training courses, workshops, administrative training programs, refresher courses, conference attendance, professional body membership, and the publication of research papers. This policy paper describes the standards and processes for obtaining funding for these kinds of activities.
2. Objectives:
 - Enhancing the abilities, know-how, and proficiency of both teaching and non-teaching personnel.
 - Fostering an environment that values ongoing education and development;
 - Ensuring that staff members stay current on advancements in their respective fields;
 - Improving the general standard of instruction and college administration procedures.
3. Eligibility:

All full-time teaching and non-teaching staff members of Shri Chinai College of Commerce and Economics are eligible to apply for financial support for professional development activities.
4. Financial Assistance: The program's type, duration, and associated costs will all be taken into consideration when determining the extent of financial reimbursement. The funding will help with costs including supplies, travel, lodging, and registration fees.



5. **Application Process:** Employees who wish to get financial assistance must apply formally to the relevant authority. The application ought to contain information about the program's goals, relevance to the employee's position, and projected cost. Applications have to be turned in far in advance, ideally 30 days or more prior to the commencement of the program. After reviewing the applications, the designated authority will decide whether applicants qualify for financial aid and how much of it would cost.

6. **Types of Supported Activities :**


Financial support will be provided for the following activities:

- **Faculty Development Programs (FDPs):** Programs aimed at enhancing teaching methodologies, pedagogical techniques, and subject knowledge.
- **Training Programs and Workshops:** Activities designed to improve specific skills, such as technological proficiency, communication, research methodologies, and administrative tasks.
- **Administrative Training Programs:** Programs targeted at enhancing administrative and organizational skills for non-teaching staff members.
- **Refresher Courses:** Short-term courses intended to provide updates on subject-specific content and emerging trends.
- **Attending conferences**
- **Membership of Professional bodies**
- **Research paper publication**

7. **Approval Process:** Employees who wish to get financial assistance must apply formally to the relevant authority. The application ought to contain information about the program's goals, relevance to the employee's position, and projected cost. Applications have to be turned in far in advance, ideally four weeks or more prior to the commencement of the program. After reviewing the applications, the designated authority will decide whether applicants qualify for financial aid and how much of it would cost.

8. **Reimbursement Process:** Employees who successfully complete the program are required to turn in all necessary paperwork and receipts to the college's finance department. The reimbursement will be handled in compliance with the financial policies and procedures of the college.




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