



KANNUR SALAFI B.Ed. COLLEGE

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FINANCIAL SUPPORT POLICY FOR TEACHERS' PROFESSIONAL DEVELOPMENT

Policy Statement:

Kannur Salafi B.Ed College is committed to fostering the professional development of its staff members. The institution recognizes the importance of continuous learning and development in maintaining a high standard of education. To this end, the Staff Council Fund will be utilized to provide financial assistance to eligible teachers and non-teaching staff members for participation in Faculty Development Programs (FDPs), seminars, workshops, and other professional development activities.

Eligibility Criteria:

- This policy applies to all full-time teachers and non-teaching staff members of Kannur Salafi B.Ed College.
- Part-time and temporary teachers may also be considered for financial support based on the significance of the professional development activity.

Categories of Financial Support:

1. Seminars and Conferences:

- Financial assistance may be provided for attending relevant seminars and conferences.
- Funding may include coverage of registration fees, travel, and accommodation expenses.

2. Workshops:

- Teachers may apply for financial support to attend workshops that enhance their professional skills.
- The financial support will cover registration fees, materials, and other related costs.

3. Membership Fees:

- The institution will cover the annual membership fees for teachers joining relevant professional development bodies or associations, upon request if needed.

Application Process:

1. The applicant must submit a formal request to the Principal.
2. The request should include:
 - Details of the event or activity.
 - The amount of financial assistance needed.
 - The expected benefits of the professional development opportunity.
3. The Principal, along with IQAC and the Staff Council, will review the request and may approve it if deemed significant and relevant.

Evaluation Criteria:

- Relevance to the applicant's current role and responsibilities.
- Potential benefits to the individual and the institution.
- Availability of funds within the Staff Council Fund budget.
- Consideration of previous financial assistance received by the applicant.

Approval Process:

1. The Staff Council will review the application and make recommendations to the Principal.
2. The Principal will make the final decision based on the recommendations.
3. The applicant will be informed of the decision in writing.

Financial Assistance Coverage:

- Registration fees for the FDP or professional development activity.
- Travel expenses.
- Accommodation expenses, if applicable.

Disbursement:

- Upon approval, financial support will be disbursed to the teacher in the following manner:
 - For seminars, conferences, and workshops, the institution will directly pay or reimburse the teacher for registration fees and other pre-approved expenses.
 - Membership fees for professional development bodies will also be paid by the institution.

Obligations of Recipients:

1. Teachers and non-teaching staff who receive financial support are expected to:
 - Actively participate in the professional development activities.
 - Share the knowledge and skills gained with their colleagues when appropriate.
2. Recipients must submit an expense report with valid receipts and invoices for reimbursement within one week after the event.

Budget Allocation:

- The institution will allocate a budget for professional development programs from the Staff Council Fund.

Review and Amendments:

- This policy will be reviewed annually by the IQAC, and amendments will be made as necessary to ensure continued relevance and effectiveness.

This policy document is intended to ensure that all staff members are aware of the procedures and criteria for receiving financial assistance for their professional development, thereby promoting a culture of continuous learning and growth within the college.

Principal
Kannur salafi B.Ed College