



S.D. COLLEGE, BARNALA

(Affiliated to Punjabi University, Patiala)

Phone : 01679-230005 (O) Fax : 241505

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Website : sdcollegeinstitutions.org

POLICY DOCUMENT FOR FINANCIAL SUPPORT TO TEACHERS

S.D. College firmly believes in empowering the faculty by encouraging them to attend various seminars, conferences and workshops.

Scope of Financial Support:

The teachers are provided with financial support for professional development activities like:

1. Participating in the seminars, workshops and conferences
 2. Publishing research papers in highly reputed journals
- All the full time and part-time teachers can avail the financial support.

Forms of Financial Support:

The financial support to the teachers can be provided for:

1. Registration fee for seminars, workshops and conferences
2. Travelling and accommodation allowances for attending seminars, workshops and conferences
3. Membership fee of professional bodies
4. Enrolling for a professional development course

Procedure for Application and Approval:

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

1. Teachers are deputed for seminars, workshops and conferences by the department/committee. The Head of the Department/ The Concerned Committee Convener is to submit an application to the Principal regarding the teachers' participation, their registration fee and any allowances if applicable. After the approval by the Principal, the funds are released for the same by Accounts section
2. In case, the fee is paid by the teacher, the amount is reimbursed after following proper application and approval procedure
3. The teachers are required to submit the relevant receipts and a copy of the certificate of the participation to the Account section for their record



ਐਸ. ਡੀ. ਕਾਲਜ, ਬਰਨਾਲਾ

सनातन धर्म कालेज, बरनाला

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4. In case of financial appreciation for research paper publication The HOD/The Concerned Committee Convener makes a recommendation about the same to the Principal. The copy of research paper published by the teacher is maintained by the department for their record and reference. After the approval of the Principal, the approved application is forwarded to Accounts section for the release of funds
5. The college sanctions the membership fee of the teachers who intend to become members of professional bodies. After submission of the application by the concerned teacher for the same, the receipts and records are maintained by Accounts section
6. The College sanctions the course fee of the teachers who enroll for any course in order to enhance their professional skills. The receipts and records for the same are maintained by Accounts section


Principal
S.D. College, BARNALA