



# VISAT ENGINEERING COLLEGE

Nelloorupara, Mutholapuram P O, Elanji, Ernakulam - 686665

Approved by AICTE, Recognized by DTE Kerala

Affiliated to the APJ Abdul Kalam Technological University, TVM

Tel No: 0485 - 2259900 / Web : www.visat.ac.in / E-Mail : office@visat.ac.in

Metric	Parameter	Weightage
6.3.2 QnM	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies	12

## Policy document in providing financial support to teachers

This policy outlines the framework for the implementation of a Financial Support Program designed to provide assistance and recognition to teachers within our educational institution. The program aims to acknowledge the dedication and hard work of educators while promoting financial well-being.

### 1. Objectives

- Recognition: To recognize and appreciate the valuable contributions of teachers to the academic and personal development of students.
- Retention: To enhance teacher satisfaction and retention by providing financial support as a token of appreciation.
- Professional Development: To encourage continuous professional development by offering financial assistance for relevant training, workshops, and conferences.

### 2. Eligibility:

All full-time teachers employed by VISAT Engineering college are eligible to apply for financial support. Financial support may also be extended to temporary or contract teachers based on specific circumstances and institutional needs.

### 3. Categories of Financial Support

- **Professional Development Fund:**

i. Teachers can apply for financial support to attend workshops, conferences, and training programs that contribute to their professional growth.

ii. Reimbursement will be provided for registration fees, travel, and accommodation expenses incurred during the approved professional development activities.

- **Educational Resources Fund:**

i. Teachers can request financial assistance to acquire teaching materials, books, and resources that enhance the quality of education in their classrooms.



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ii. The institution may also provide funding for the development of innovative teaching materials and tools.

## • Personal Financial Support:

i. In cases of financial hardship or emergencies, teachers may apply for support to address personal financial challenges.

ii. Assistance may include loans, grants, or other forms of financial aid, depending on the nature of the request and the available resources.

## 4. Application Process

- Teachers seeking financial support must submit a formal application to the [Name of the relevant department or committee], including details of the purpose, estimated budget, and expected outcomes.
- Applications will be reviewed by [Name of the review committee or relevant authority] on a [monthly/quarterly/semester] basis.
- Approval or denial notifications will be communicated to the applicants within [specified timeframe].

## 5. Accountability and Reporting

- Recipients of financial support are required to provide a detailed report on the utilization of funds within [specified timeframe] after the completion of the approved activity.
- The [Name of the relevant department or committee] will monitor and evaluate the impact of financial support programs regularly

## 6. Confidentiality

All information provided in financial support applications will be treated with utmost confidentiality. Only authorized personnel involved in the review process will have access to this information.

## 7. Review and Amendment

This policy will be reviewed annually to ensure its relevance and effectiveness. Amendments may be made based on feedback, changing institutional needs.



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## 8. Conclusion

By implementing this Financial Support Policy, Visat Engineering College aims to foster a supportive and enriching environment for its teaching staff, contributing to the overall success and well-being of the institution.

-----End of Report -----



*U. Unnikrishnan*

Principal

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