



K. M. E. Society's

G. M. Momin Women's College

Affiliated to University of Mumbai,
Re-accredited by NAAC with 'B++' Grade (3rd Cycle), ISO 21001:2018 Certified

Financial support provided to teachers to attend conferences/workshops and towards membership fees of professional bodies

Policy: Financial Support for Teachers' Professional Development

1. Introduction

This policy outlines the guidelines for providing financial support to teachers at G. M. Momin Women's College for attending conferences and workshops and covering membership fees of professional bodies. The college aims to foster continuous learning and growth among its faculty members.

2. Eligibility

- 2.1 All full-time teachers employed by G. M. Momin Women's College are eligible to apply for financial support.
- 2.2 Teachers must have completed at least one year of service at the college to be eligible for financial support.
- 2.3 Financial support is subject to the availability of funds in alignment with the teacher's field of expertise and teaching responsibilities.

3. Financial Support for Conferences/Workshops/FDPs

- 3.1 Teachers may apply for financial support to attend conferences, workshops and FDPs (National or International and a maximum of two per year) related to their subject area or professional development.
- 3.2 Financial support will cover registration fees of the event or Rupees 1000 whichever is less.
- 3.3 Applications must be submitted at least one week before the commencement of the event.
- 3.4 Approval will be based on relevance, potential impact on the teacher's development, and the college budget.

4. Financial Support for Professional Body Memberships

- 4.1 Teachers may apply for financial support to cover membership fees of professional bodies (National or International, one per year) relevant to their field.
- 4.2 Financial support covers the membership fee or Rupees 1000 whichever is less for the respective period and is subject to the availability of funds.
- 4.3 Applications must be submitted at least one week before the membership renewal date.
- 4.4 Approval will be granted based in alignment with the teacher's field of expertise and relevance.

5. Reimbursement and Documentation

- 5.1 Teachers must submit original receipts and documentation for expenses incurred within two weeks after the event or membership renewal.
- 5.2 Reimbursement will be based on actual expenses incurred up to pre-approved limits.

6. Compliance

- 6.1 Teachers availing financial support must adhere to the college expense policies.
- 6.2 Failure to comply may result in denial of reimbursement or future ineligibility for financial support.

7. Review

This policy will be reviewed annually to ensure its effectiveness in alignment with the college goals. Any necessary revisions will be made with the approval of relevant authorities. By offering financial support, G. M. Momin Women's College aims to empower teachers to pursue professional growth and knowledge enhancement.



PRINCIPAL
K.M.E. Society's G.M. Momin
Women's College Bhiwandi.