



Nirmala Memorial Foundation College of Commerce & Science

(Permanently Affiliated to University of Mumbai)

(Accredited by NAAC with B++ (1st Cycle))

D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai - 400 101. • Tel.: 022-2854 3234

POLICY DOCUMENT FOR FINANCIAL ASSISTANCE TO FACULTY DEVELOPMENT

Our Institution's foremost commitment lies in emphasizing quality, and to achieve this, the following policy document has been formulated focussed on enhancing the competence of our faculty members. The policy encourages them to adopt innovative and up-to-date teaching methods leveraging the latest technology. To support this pursuit, the management of our College allocates financial assistance to teachers for their professional development.

Forms of Financial Assistance:

Financial support is provided to the teachers in the following forms:

- Coverage of registration fees for seminars, workshops, and conferences.
- Reimbursement of travel and accommodation expenses for outstation seminars, workshops, and conferences.
- Publication charges for each research paper published in ISSN/ UGC-CARE-listed journals.
- Coverage of membership fees for professional bodies.

Procedure for Application and Approval:

Teachers who wish to avail financial support for professional development must adhere to the following application and approval process:

- Teachers shall pay the fees upfront, reimbursement is facilitated by following the proper application and approval procedure.
- Teachers attending seminars, workshops, or conferences must submit relevant receipts and attendance certificates to the Accounts section for record-keeping.
- Teachers seeking membership in professional bodies may apply for membership fee coverage, and the Accounts section maintains records of receipts and approvals.

By providing financial assistance for faculty development, we strive to foster a dynamic learning environment and uphold our commitment to excellence in education.

I/C Principal