



## **BALAJI INSTITUTE OF PHARMACEUTICAL SCIENCES**

( Approved by AICTE & PCI, Under Section 12, New Delhi and Affiliated to kakathiya University, Wgl )

Laknepally (V) Narsampet (M) Warangal Rural (Dist) Telangana State 506331

Contact : +91 9866050044 (Office), +91 9866652412 (Principal), +91 8718-230521 (Fax)

### **6.3.2 POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO TEACHERS**



**PRINCIPAL**

**Balaji Institute of Pharmaceutical Sciences  
Laknepally (V), Narsampet (M)  
Warangal (Dt) - 506 331 (T.S)**



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### POLICY DOCUMENTS FOR FINANCIAL SUPPORT TO TEACHERS

Our institution's guiding principle is to prioritize quality. As a result, the quality policy emerges, emphasizing faculty competency through promoting the adoption of modern, innovative teaching techniques based on the latest technology. The organizational board of our college supports teachers' professional development with financial aid in this effort. The board creates a budgetary provision for each financial year.

#### Scope of financial support

- ❖ All full-time teachers are eligible to receive financial assistance for professional development activities like:
- ❖ Attending conferences, workshops, and seminars.
- ❖ Earning a Ph. D.
- ❖ All teachers are given with financial assistance.

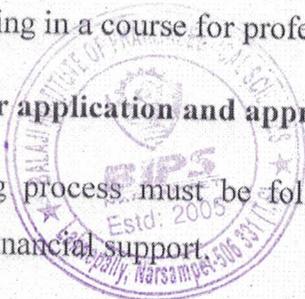
#### Forms of financial support

The teachers may receive financial assistance for the following:

- ❖ Registration costs for conferences, workshops, and seminars
- ❖ Travel and lodging reimbursements for out-of-town lectures, workshops, and conferences
- ❖ A monetary bonus of Rs.5000 for receiving a Ph. D. from an accredited university.
- ❖ Professional body membership dues.
- ❖ Enrolling in a course for professional growth.

#### Procedure for application and approval

The following process must be followed by teachers in order to apply for and receive approval for financial support.



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1. The department or committee sends teachers to conferences, seminars, or workshops. A request for teacher participation, registration costs, and any allowances, if any, is sent to the principal by the head of the department or committee convenor. The accounts section releases the funds for the same after receiving the principal's consent.
2. If the teacher has already paid the fee, the money is repaid once proper application and approval procedures have been followed.
3. The substitute instructor must give the accounts department the pertinent receipts and a copy of the attendance certificate for their records.
4. At the conclusion of every academic year, the convenor of the research and development cell recommends to the principal any financial appreciation for a Ph. D award. The cell keeps a copy of the Ph. D. award certificate for their records and for future reference. The approved application is sent to the accounts division for the release of funds after receiving the principal's approval.
5. The teachers might be interested in joining professional organizations. On the request of the concerned teacher, the college approves the membership fees. The accounting area keeps track of the receipts and records.



  
CHAIRMAN

  
**PRINCIPAL**  
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