



**LUMDING COLLEGE,
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Institutional Policy Document on

Financial Assistance to Faculty Members for Professional Development

A. Policy statement:

Lumding College, Lumding, Hojai, Assam strives to achieve academic excellence by providing quality education through excellent teaching learning activities and research pursuits and the continuous assessment of the academic activities. The institutional policy for providing financial support to teachers underscores our commitment to fostering continuous professional development so as to evolve as self-reliant stakeholders of the institution who would cater to the human welfare and sustainability.

B. Purpose:

The institution recognizes the pivotal role that ongoing learning plays a vital role in enhancing the skills and knowledge of our teaching fraternity. This policy outlines the structural procedure and guidelines for providing support to faculty members for attending seminars, conferences, workshop etc. with papers, participation as a resource person in academic event, academic council meeting, CCS meeting, award carry functions in research and innovation organised by any affiliated academic University/Institution.



C. Mission and Vision:

The financial assistance policy is evolved by the institution for optimum utilisation of resources for the achievements of various objectives of the institution in accordance with the vision and mission of the college. The financial support policy takes the initiative to assist the faculty members in advancing and improving their academic careers and teaching learning processes. The main motive of this initiative is achieved by providing financial support to the teachers and encourage them to actively engage in professional developmental activities and shared their acquired skills and knowledge with the students and the colleagues. This policy reflects our dedication to empowering educators and promoting a culture of lifelong learning.

D. Financial assistance categories:

The approval process of amount of fees, managed by the Principal and IQAC, ensures alignment with institutional goals. The financial assistance is disbursed transparently as applicable for the following categories: -

- i) **Seminars/ Conferences/ Workshops:** Teachers may avail financial assistance to attend with papers in relevant seminars/ conferences/ workshops etc. that enhance their professional development as per the discretion of the institution.
- ii) **Publications in reputed Scopus indexed / Web of Science / UGC care listed Journals:** Teachers may avail financial assistance in publication of papers in Scopus indexed / WoS / UGC care listed journals with at least one student of the institution as a co-author in the relevant subject. The college offers Rs.1500/- for publication in Scopus indexed/ WoS journals and Rs.1000/- for UGC care listed journals.
- iii) **Teachers may seek financial assistance in attending staff training and development programmes to enhance professional competency.**



E. Eligibility criteria:

- i) All full-time teachers employed by Lumding College, Lumding are eligible to apply for financial support under this policy.
- ii) Non- sanctioned teachers appointed by the management may also be considered on a case-by-case basis.
- iii) The eligible teachers will be provided with financial assistance for maximum of two publications/participations in each category in a single academic session.
- iv) The eligible teachers may avail on duty leave for maximum of two times in each category in a single academic session.

F. Application process:

Teachers who wish to avail of financial assistance for professional development activities should follow the application process outlined below:

- i) Teachers must submit a written request for financial support to the Principal through IQAC.
- ii) The request should include details of the event or activity, its relevance to their role at Lumding College, a budget proposal, and the expected benefits of the professional development opportunity.
- iii) The IQAC will review the request and may forward for necessary approval to the Principal if found significant and relevant.

G. Obligations of teachers:

Teachers who receive financial support are expected to:

- i) Actively participated in the professional development activities.
- ii) Share the skills and knowledge gained with the students and colleagues when appropriate.
- iii) Submit an expense report with valid receipt and certificate within one week after the occurrence of the event.

H. Budget allocation:

The institute will allocate a budget for professional development support in each financial year. Financial assistance will be provided on subject to the availability of the fund.

I. Review:

This institutional financial assistance policy will be reviewed on bi-annually to assess its effectiveness and to make necessary revisions as required.

This institutional policy on financial assistance to faculty members drafted by IQAC, Lumding College with necessary approval from the management and shall be effective from the academic session 2022-2023.



A handwritten signature in blue ink, appearing to be "Ae".

Principal
Lumding College, Lumding
Hojai, Assam, 782447