



FAROOK TRAINING COLLEGE

[RESEARCH CENTRE IN EDUCATION, UNIVERSITY OF CALICUT]
Govt. Aided College Affiliated to Calicut University and Recognized by NCTE & UGC
FAROOK COLLEGE PO
KOZHIKODE, KERALA - 673632
Accredited by SAAC at A+ Grade with CGPA 3.39 (2021-26)

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Estd. 1961

Re-accredited by NAAC at A Grade with CGPA 3.54 (2012-17)

FINANCIAL SUPPORT POLICY FOR TEACHERS' PROFESSIONAL DEVELOPMENT

Purpose:

This policy underscores the commitment of Farook Training College to fostering continuous professional development for its teaching staff. The institution aims to facilitate growth opportunities by providing financial support for attending seminars, conferences, workshops.

1. Eligibility: All full-time teachers employed by Farook Training College are eligible for financial support under this policy. Part-time and temporary teachers are not considered as of now.

2. Financial Support Categories: Financial support will be provided for the following categories of activities:

- a. Seminars and Conferences: Teachers can seek assistance for relevant events, covering registration fees, travel, accommodation, and per diem expenses at the institution's discretion.
- b. Workshops: Teachers may apply for support to attend workshops enhancing their professional development. The aid will cover registration fees, materials, and related costs.

3. Application Process: Teachers seeking financial support for professional development should:

- a. Submit a written request to the Principal, including event details, its relevance to their role, a budget proposal, and expected benefits.
- b. The Principal and IQAC will review and may approve requests if found significant and relevant.

4. Approval and Disbursement: Upon approval, for seminars, conferences, and workshops, the institution will directly pay or reimburse registration fees and pre-approved expenses. Travel, accommodation, and per diem expenses will be reimbursed upon submission of valid receipts.

5. Obligations of Teachers: Recipients of financial support are expected to:

- a. Actively participate in professional development activities.
- b. Share gained knowledge and skills with colleagues when appropriate.




- c. Submit an expense report with valid receipts for reimbursement within one week after the event.

6. Budget Allocation: The institution will allocate a yearly budget for professional development support. Assistance will be provided on a first-come, first-served basis, subject to fund availability.

7. Compliance and Reporting: The Finance Department will monitor and report on the utilization of the allocated budget, ensuring transparency and accountability. A yearly report will be shared with the management.

8. Review: This policy will be reviewed annually for effectiveness, with necessary revisions implemented.

This policy takes effect from 06/06/2018


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