VISAKHA GOVT. DEGREE & P.G. COLLEGE for WOMEN
(ISO 90001: 2015, 5001: 2018, 4001: 2015, 45001:2018, 27001:2013 Certified College)
Quality Brands India College
(ACCREDITED BY NAAC "B" GRADE INSTITUTION)
http://www.womengovtcollegevisakha.ac.in
(OLD JAIL ROAD, DABAGARDENS VISAKHAPATNAM 530 020, ANDHRA PRADESH).

Policy Document

Policy Title: Financial assistance to teaching staff of Visakha Government Degree College (Women) for attending academic programs.

Policy Statement: -To provide financial assistance to facilitate upgradation of skills and knowledge of teaching faculty of VGDC(W).

Context: The vision of our college is to steer our students towards academic excellence equipped with global competencies. Faculty are the major contributors in achieving this objective. VGDC(W) promotes a work culture wherein the faculty are encouraged and supported to upgrade their skills and enhance their intellectual acumen. The faculty of our institution are always inclined to adapt themselves with the changes in academic and technological environment and pursue their academic progress through attending and participating in professional development programs and activities. For considering the requests of faculty of different departments for financial support, this policy is put in place for ensuring a smooth and equitable disbursement of financial resources to this particular purpose.

Objectives of Policy:

- To facilitate teaching faculty to attend professional development program like seminars, workshops, conferences, offline refresher courses, induction program, orientation program and Faculty Development Programs.

- To facilitate teaching staff in enhancing their academic credentials.

- To encourage teaching staff to strive for academic excellence and career progression.

- To encourage the faculty to present research papers in seminars conferences and workshops.

- To motivate teaching staff to deliver lectures as resource persons and involve in extension and consultancy activities.

- To support encourage teaching staff to become members of professional bodies and academic societies.

Features of the Policy:

- Instituted by IQAC
- Funded by VGDC(W)
- Eligibility: Permanent and Contract teaching staff of the College.
- Major categories for providing financial support are:
  1. Teaching learning and related activities.
  2. Research and related activities.
  3. Co-curricular and Extra-curricular and professional development activities.
- Financial Support System: -

Event	Financial Support for Paper presentation	Financial Support for Participation
International Level	Registration fee and travel grant	Registration fee
National Level	Registration fee and travel grant	Registration fee
State Level	Registration fee and travel grant	Registration fee
College Level	Registration fee	Registration fee

Process and Procedure:

The faculty member who is interested to attend a professional development program and wants to avail financial support is required to apply in writing to the principal specifying all the details of the program.

If there are more than one application, then the research committee scrutinizes the applications and submits its recommendations to the principal who is the final deciding authority.

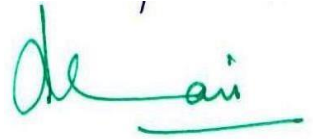VGDC(W) follows the UGC guidelines for granting travel allowance.

- The faculty who attend professional development programs are reimbursed registration fee upon submission of relevant proofs and documents.

- The faculty are allowed on duty leave to attend the academic program.

- The teaching staff should resume duty upon completion of the academic program.
  Application submitted seeking financial support should include the following enclosures:

  1. Permission letter
  2. Identity card
  3. NOC, if necessary
  4. Receipts
  5. Certificate of participation
  6. Joining letter

The principal will authorize the reimbursement of the expenses after verification of the documents submitted.

*The policy is subject to periodic review