



Financial Support for Teachers' Professional Development in Institute

1. Introduction

This policy outlines the provision of financial support to teachers in a Pharmacy institute for attending conferences, workshops, seminars, and becoming members of professional bodies. The objective is to enhance the professional growth, knowledge, and expertise of teachers, which will ultimately contribute to the overall improvement of education and research in the field of Pharmacy.

2. Eligibility Criteria

- a. Teachers who are employed full-time at the institute are eligible for financial support.
- b. Teachers must have a minimum of **TWO** years of teaching experience at the institute to be eligible for financial assistance.
- c. Teachers should demonstrate their commitment to professional development and its potential impact on their teaching and research activities.

3. Financial Assistance for Conferences and Workshops

- a. Teachers can apply for financial support to attend conferences and workshops related to Pharmacy education, research, and professional development.
- b. The financial assistance will cover a portion of the registration fees, travel expenses, accommodation, and other related costs as determined by the institute time to time.
- c. The amount of financial support provided will be subject to availability of funds and the importance of the conference/workshop in enhancing the teacher's professional growth.
- d. Teachers must submit a detailed proposal justifying the relevance of the conference/workshop to their teaching and research activities.
- e. Financial assistance will be granted based on the merit of the proposal and the available budget.



4. Financial Assistance for Professional Body Memberships

- a. Teachers are encouraged to become members of relevant professional bodies in the field of Pharmacy.
- b. The institute will provide financial support to cover a portion of the membership fees for eligible teachers.
- c. Teachers must submit a request for financial assistance along with a copy of the membership application and its relevance to their teaching and research activities.
- d. The financial assistance provided will be subject to availability of funds and the importance of the professional body membership in enhancing the teacher's professional growth.
- e. Financial assistance will be granted based on the merit of the request and the available budget.

5. Application and Approval Process

- a. Teachers interested in availing financial support must complete the designated application form available at the institute's administrative office.
- b. The application should include details of the conference/workshop or professional body membership, estimated costs, and a brief statement outlining how it aligns with the teacher's professional goals.
- c. Applications will be reviewed for assessing the merit and relevance of each request.
- d. The final decision on granting financial assistance rests with the institute administration.
- e. Approved applicants will be notified in writing and provided with the necessary financial support as per the institute's guidelines.

6. Reporting and Accountability

- a. Teachers who receive financial support are required to submit a report after attending the conference/workshop or obtaining the professional body membership.
- b. The report should highlight the knowledge gained, skills acquired, and any contributions made to the institute or field of Pharmacy as a result of the financial assistance.



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c. The report will be used for record-keeping purposes, assessing the impact of the financial support, and informing future decisions on providing financial assistance.

7. Review and Revision

This policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary revisions will be made in consultation with the relevant stakeholders.

This policy serves as a guideline and may be subject to additional rules and regulations set by the institute.

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