



BISHOP HEBER COLLEGE (AUTONOMOUS)
Nationally Reaccredited with A Grade by NAAC with a CGPA of 3.58 out of 4
Recognized by UGC as "College of Excellence"
Tiruchirappalli – 620 017

**POLICY FOR FINANCIAL ASSISTANCE TO TEACHERS FOR
PROFESSIONAL DEVELOPMENT**

1.1 Preamble

In a fast changing academic scenario, it is imperative that the teaching fraternity should be fully equipped to face the challenges of the modern day education. The institution is making continuous efforts to enhance the professional competence of the teachers through the following measures:

1.2 Financial Assistance for Participation in Professional Development Programmes

1.2.1 Objectives

- To provide financial support to teachers to participate in Regional, National and International Conferences / Seminars/ Symposia/ Workshops
- To equip teachers with professional skills, abreast with recent technical and technological developments and Research Advancement.
- To promote academic / research exchange between Colleges / Universities within India and abroad





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1.2.2 Eligibility for International Travel Grant

- All faculty members who are invited to attend or to give special lectures or present scientific papers in, National and International Conferences / Seminars / Symposia / Workshops, held abroad.
- Financial Assistance for visiting other countries for academic and research exchange programmes.

1.2.3 Procedure of Applying for International Travel Grant

An application for grant in the prescribed format of the College may be submitted by teachers concerned, to the Chairman of the College, through the Principal and Head of the Department at least 60 days prior to the date of the programme along with the following requisite documents:

- Three copies of the Full Text Document/ Papers prepared by the Teachers for presentation at the International Conference / seminar / symposia / workshop / training programme. The details of the training programme, even if it is of short duration should be furnished.
- A copy of the letter of Invitation from the organizers of the Conference/ Seminar / Symposium / accepting the paper for presentation at the earliest receipt of the same, or a copy of the letter from the organizers inviting the teachers to chair a session and with a mention of the financial support extended, etc., to be enclosed.





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- In case of seminars / Symposia / workshops / training programmes of short duration, the invitation or other relevant documents should be attached.
- Copy of correspondence requesting / intimating a request for a slash in the Registration Fees and Accommodation Fees.
- Itinerary of Travel
- Details of Class arrangements during their absence endorsed by the Head of the Department, **under Alternate Class Management System.**
- Execution of Bond by the Applicant to be made in the prescribed format at least 15 days in advance of the travel date.
- Invitation from Host Institute/ research Centre/ University in case of exchange Programmes along with a copy of proposal, schedule, Travel Scheme, etc.

1.2.4 Pattern of Assistance for International Travel

The College Management may meet a percentage of the admissible expenditure mentioned for travel, airport tax, and maintenance and registration charges for assistance out of 'Unassigned Grant'. The teachers may also be allowed to bear the balance of expenses from their own resources.

Daily Allowance may be paid at the rates admissible. In addition, the charges for accommodation shall be reimbursed, on actual basis.

- Travel Grant of Rs. 10,000/- is extended to the faculty members who present papers at International Conferences held overseas.





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- Travel Assistance, Boarding & Lodging arrangements with Host Institute / Centre under mutual understanding.

1.3 Other Forms of Assistance

- Travel and registration fees are provided to the faculty to present papers at the Regional and National Conferences
- Reimbursement of Registration Fee and Travel Expenses to the faculty to attend Workshops at Regional and National Levels.




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ANNEXURE

Application for Getting Financial Assistance

Financial Assistance for Publication

Name of the Faculty : _____
Nature of Stream : Aided Self-Financed
Designation : _____
Department : _____
Details of Publications : Web of Science Scopus UGC Care Others
Author details : First Second Others
Title of the article : _____

Title of the Journal : _____
Impact Factor : h index: _____ Citation Index: _____
Volume no.: _____ Issue no. : _____ Month: _____ Year: _____
Page no/s. : _____ ISSN no.: _____
PNB Account Number : _____

Signature of the Author

Signature of the HOD

Recommended Amount Rs:

Signature of the Dean (R&D)

Signature of the Bursar

Principal

(Note: Submit hard copy to R. & D and soft copy to research@bhc.edu.in)

