

Policy Document: Financial Support to Faculty Members

Introduction: At Municipal Post Graduate College Mussoorie, we recognize the importance of faculty engagement in academic activities beyond the campus that contribute to professional development, knowledge dissemination, and institutional reputation. To facilitate and encourage such engagements, this policy describes the financial support available to faculty members for participating in conferences, workshops, seminars, and other academic activities outside the campus environment.

Eligibility Criteria: Faculty members eligible for financial support under this policy include:

- Full-time faculty members with an active engagement.
- Faculty members in good standing with the college.
- Faculty members who have submitted proposals or have been invited to present scholarly work at recognized academic events.
- Faculty members engaged in activities directly related to their field of expertise and beneficial to the college.

Financial Support Categories: Financial support under this policy will cover various expenses associated with participation in beyond-campus academic activities. These include:

- **Conference registration fees:** Direct payment or reimbursement of registration fees for faculty members presenting papers, chairing sessions, or participating in panels at academic conferences.
- **Travel Expenses:** Provision for travel expenses, including train fare, bus fare, or mileage reimbursement for faculty members attending academic events beyond the campus.
- **Accommodation:** Provisions for accommodation expenses for faculty members requiring overnight stays during academic events.

Application Process: Faculty members seeking financial support for beyond-campus academic activities must adhere to the following process:

- **Submission of Request:** Faculty must submit a request for financial support to the designated administrative personnel.
- **Approval:** The request will be reviewed by the relevant authority for approval based on the availability of funds and alignment with institutional objectives.
- **Notification:** Approved faculty members will be informed of the decision and provided with further instructions regarding the reimbursement process.
- **Post-Event Reporting:** Faculty member receiving the financial support must submit a post-event report regarding their participation, outcomes, and any other insight gained from the activity.

Funding Allocation: Financial support for beyond-campus academic activities will be allocated based on the availability of funds within the College budget. Priority may be given to academic activities that align with college priorities.

Compliance and accounting: Faculty members receiving financial support under this policy are expected to comply with all institutional policies and guidelines regarding travel, expenses, and professional conduct. Any misuse or non-compliance may result in the withdrawal of financial support and disciplinary action as per college policies.

Review and Revision: This policy will be periodically reviewed and revised as necessary to ensure alignment with college goals, changes in funding availability, and best practices in supporting faculty engagement in beyond-campus academic activities.

Implementation: The implementation of this policy is the responsibility of the Municipal Post Graduate College administration, with the support of all the stakeholders. A support system will be established to facilitate the effective implementation of this policy.

Effective Date: This policy will supersede previous policies and become effective from 1st July 2023.

Enquiries for support: For inquiries regarding this policy or the application process for financial support, faculty members may contact the following:

1. Dr. Shalni Gupta
IQAC Convener,
Municipal Post Graduate College, Mussoorie
Phone: 0135-2632889
Mobile: 9412105808.

Conclusion: By providing financial support for faculty members, and engaging in beyond-campus academic activities, the Municipal Post Graduate College aims to foster a culture of scholarly engagement, promote knowledge dissemination, and enhance the professional development of its faculty members.



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Principal