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**GAYATRI VIDYA PARISHAD COLLEGE
FOR DEGREE AND PG COURSES (A)**

IQAC POLICY ON FACULTY REIMBURSEMENT

DATE: 6-11-2019

VISION

CREATING HUMAN EXCELLENCE FOR A BETTER SOCIETY

MISSION

UNFOLD INTO A WORLD CLASS ORGANISATION WITH STRONG
ACADEMIC AND RESEARCH BASE, PRODUCING RESPONSIBLE CITIZENS
TO CATER TO THE CHANGING NEEDS OF THE SOCIETY



RUSHIKONDA, VISAKHAPATNAM-45.

(Affiliated to Andhra University, Accredited by NAAC B++ and NBA)

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IQAC AT GVPCDPGC (A)

The institution has established an **Internal Quality Assurance Cell (IQAC)** as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC Cell of the institution became a part of the system and worked towards the realization of the goals of quality enhancement. The development and application of quality benchmarks and parameters for various academic and administrative activities of the institution are the major roles of the cell, and it operates under the guidance of peer members of the institution and a coordinator. It also aims at NAAC and NBA accreditations, organizing quality programs on campus, supporting faculty training for quality teaching, and promoting research sharing and networking with other institutions.

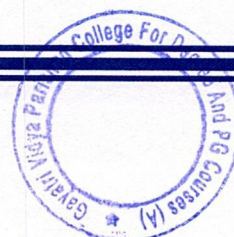
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Coordinator
Internal Quality Assurance Cell (IQAC)
Gayatri Vidya Parishad College
for Degree and PG Courses (A)
Visakhapatnam



The IQAC at GVPCDPGC (A) persistently encourages its teaching staff to participate in professional training programmes such as Faculty Development Programmes, Faculty Induction Programmes, Refresher Courses, Orientation Courses, Conferences and Hands-on Workshops etc. The institution encourages and supports financially the staff to participate in academic activities with the aim of facilitating academic growth and enrich the teaching learning process and enhance their academic expertise. IQAC also motivates the staff to take up professional body memberships and supports them financially to provide the staff with the resources, networking opportunities, and recognition of competence that can propel their career to new heights. Therefore, a policy is being formulated for setting up guidelines for such financial incentives.

POLICY PURPOSE AND OBJECTIVE

- To financially support the teaching staff to participate in training programmes such as Faculty Development Programmes, SWAYAM Courses, Faculty Induction Programmes/Conferences, Refresher Courses, Orientation Programs, and Hands-on Workshops etc.
- To improve academic expertise and endorse academic growth of the teaching staff.
- To inspire and financially support the faculty members to join and become members of various professional bodies, academic societies and other prestigious institutions.

FEATURES OF THE POLICY

Instituted by IQAC with financial support of Gayatri Vidya Parishad College for Degree and PG Courses (A).



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Application:

- The teacher who wishes to participate in a professional training program is required to submit an application to the Principal thoroughly authenticated by the Peer groups such as HoD and Director along with all the details such as Name of the program, Name of the organizing Institution, objectives of the programme, actual/expected expenditure and certificate of participation/membership and other relevant documents.

Benefits:

- Reimburse the Registration Fee/Travel Allowance upon the submission of proofs of attending and approval from the principal for attending the professional training programs such as FDPs, SWAYAM Courses, Orientation/Induction Programs/Workshops/conferences and Symposia.
- To allow on duty leave to participate the academic programmes.
- Sanction of 'On Duty Leave' for participation in all such programs.
- Exempt the registration fee/Travel Allowance for the teaching staff to attend the professional training programmes organized by GVPCDPGC (A).
- To provide membership fee to teaching staff to become member of professional bodies and academic societies.

PROCESS AND PROCEDURE

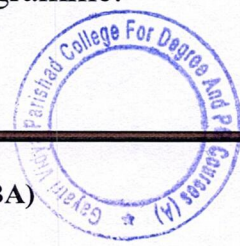
- The faculty seek initial permission to attend the academic programme from Principal.
- The faculty will be given on duty leave for required number of days.
- After getting the permission, the faculty member attends the programme.

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- The faculty member resumes his/her duty upon completion of the training programme along with certificate of completion.
- The faculty submits the application requesting financial support with the following documents to the Principal through IQAC Coordinator.
 - a) Initial permission letter duly signed by HoD and Director.
 - b) Receipts for Registration Fee/Membership Fee/ Travelling Proofs (if TA is to be reimbursed).
 - c) Certificate of participation or Membership Card.
- The Principal approves the letter of reimbursement or the IQAC Coordinator requests the Principal to approve final application on the behalf of the applicant to reimburse the amount after the verification his/her application.
- Once approved, the accounts department will reimburse the expenses after verification of the documents submitted.
- The amount of reimbursement can be credited to the account or given in hand of the applicant/HoD or one of the applicants if applied in a group.

AMOUNT OF REIMBERSEMENT

- a) A full reimbursement for the registration fee, travel allowance, or both, up to Rs. 10,000/-, will be permitted for professional training programs. The reimbursement amount may be increased, subject to the decision of the Principal and IQAC Coordinator.
- b) A full reimbursement of up to Rs. 10,000/- will be permitted for Professional Body Membership. The reimbursement amount may be increased, subject to the decision of the Principal and IQAC Coordinator.
- c) The Travel Allowance will be given according to the designation of the teacher.
 - i) Principal/Dean/Director - 1st AC Railway/Flight Charges
 - ii) Professor/Associate Professor - 2nd AC Railway Charges
 - iii) Assistant Professor - 3rd AC Charges

***The policy is subject to periodic review**

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