



# Institute of Language Teaching

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Ref :

Date :

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Dt.7/3/2019

## **Institutional Policy Document on Providing Financial Support to Teachers**

### **Introduction:**

The Institute of Language Teaching B.Ed. College recognizes the invaluable contributions of its teaching faculty and is committed to fostering an environment that supports their professional growth and well-being. In alignment with this commitment, the institution has established a comprehensive Institutional Policy Document outlining the provisions for providing financial support to teachers.

### **Purpose:**

The primary purpose of this policy is to acknowledge the dedication and hard work of our teaching faculty and to facilitate their continued professional development. Financial support is aimed at empowering educators, enhancing their job satisfaction, and ensuring their sustained commitment to academic excellence.

### **Eligibility:**

All full-time teaching faculty members are eligible to apply for financial support under this policy. Applications may be submitted for various purposes, including but not limited to professional development programs, attending conferences, workshops, seminars, and pursuing advanced degrees or certifications related to their field.



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## **Categories of Financial Support:**

- a. Professional Development Grants: Faculty members can apply for grants to cover expenses related to attending workshops, conferences, and seminars that contribute to their professional growth.
- b. Research Support: Financial assistance is available for faculty engaged in research activities, including funding for data collection, publication fees, and attendance at research-oriented events.
- c. Educational Enrichment: Support is provided for faculty members pursuing advanced degrees, certifications, or specialized training programs that directly contribute to their teaching expertise.

## **Application and Approval Process:**

- a. Faculty members are required to submit a formal application.
- b. The applications will be reviewed by Principal / Management.
- c. Once approved, the financial support will be disbursed to the faculty member, and necessary documentation of expenses must be submitted for record-keeping.

## **Funding Limits:**

The institution recognizes the importance of judicious financial management. Therefore, funding limits per faculty member are established based on the nature of the activity and available budgetary resources.



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## **Transparency and Accountability:**

The institution is committed to transparency in the allocation of financial support. Regular reports on the utilization of funds will be submitted by faculty members, and the institution will maintain records to ensure accountability and compliance with the policy.

## **Conclusion:**

The Institutional Policy Document on Providing Financial Support to Teachers reflects the Institute of Language Teaching B.Ed. College's commitment to investing in the professional growth and well-being of its teaching faculty. By facilitating access to financial support for various academic pursuits, the institution aims to empower its educators, ultimately enhancing the overall educational experience for both faculty and students. This policy serves as a testament to the institution's dedication to creating an environment that values and supports the continuous development of its teaching community.

**Dr. NIDATT P. BAROT**  
PRINCIPAL,  
INSTITUTE OF LANGUAGE TEACHING  
(ENGLISH MEDIUM) B.Ed. COLLEGE, RAJKOT.



# Institute of Language Teaching

Ref :

Date :

Date : 9/8/21

To

Nehal Shingole

Assistant Professor

Institute of Language Teaching

Rajkot

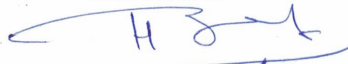
**Sub :** Approval for Financial Support

Dear,

Your Application for Financial Support Dt. 5/8/21 for  
Book Publication of Rs. 136000  
was received.

As per our policy Amount of Rs. 68000 is approved.  
Zankhana Ashar will give the cheque of the same.

Best wishes...

  
Dr. Nidatt Barot  
Principal



# Institute of Language Teaching

Ref :

Date :

Date : 24/3/22

To

Jyoti Todvi

Assistant Professor

Institute of Language Teaching

Rajkot

**Sub :** Approval for Financial Support

Dear,

Your Application for Financial Support Dt. 3/2/22 for  
PhD Present. Vno & date of of Rs. 3000/-  
was received.

As per our policy Amount of Rs. 3000/- is approved.  
Zankhana Ashar will give the cheque of the same.

Best wishes...

  
**Dr. Nidatt Barot**  
Principal



# Institute of Language Teaching

Ref :

Date :

Date : 18/12/22

To

Siten Ushar

Assistant Professor

Institute of Language Teaching

Rajkot

**Sub :** Approval for Financial Support

Dear,

Your Application for Financial Support Dt. 15/12/22 for  
ELT@I Membership for of Rs. 4000/-  
was received. You + N.S + SP + JT

As per our policy Amount of Rs. 4000/- is approved.

Zankhana Ashar will give the cheque of the same.

Best wishes...

Dr. Nidatt Barot

**Dr. Nidatt Barot**

Principal



# Institute of Language Teaching

Ref :

Date :

Date : 21/8/22

To

Nehal Srivastava + 1

Assistant Professor

Institute of Language Teaching

Rajkot

**Sub :** Approval for Financial Support


Dear,

Your Application for Financial Support Dt. 4/8/22 for UGC HRDC Special Pay of Rs. 6000/- was received.

As per our policy Amount of Rs. 6000/- is approved.

Zankhana Ashar will give the cheque of the same.

Best wishes...

  
**Dr. Nidatt Barot**  
Principal 21/8/22

*Discussed with  
President of Trust*



# Institute of Language Teaching

Ref :

Date :

Date : 27/3

To  
Dipika Patel  
 Assistant Professor  
 Institute of Language Teaching  
 Rajkot

**Sub :** Approval for Financial Support

Dear,

Your Application for Financial Support Dt. 15/3/23 for  
PhD RAC & Presentation of Rs. 11907  
 was received.

As per our policy Amount of Rs. 11907 is approved.  
 Zankhana Ashar will give the cheque of the same.

Best wishes...

  
**Dr. Nidatt Barot**  
 Principal



6.3.2 Percentage of teachers provided with financial support to attend Seminars /conferences/workshops and towards membership fees of professional bodies during the last five years

6.3.2.1: Number of teachers provided with financial support to attend seminar / conferences / workshops and towards membership fees of professional bodies during the last five years

Year	Name of teacher	Financial support provided for (Name)				Name of the professional body for which membership fee is provided	Type of membership	Total Amount
		Seminar/Conference	Date/s	Workshop	Date/s		Annual/other-specify	
2021	Dr Nehal Shingala	To publish book	12/8/2021				Rs6800 Chque No 771347	
2022	Jiten Udhas					English Language Teachers' Association	Rs 4000Cheque No. 884450	
	Nehal Shingala							
	Dipika Patel							
	Jyoti Tadvi							
2022	Nehal Shingala			FDP		UGC HRDC Rajkot	Rs6000 Cheque No.771347	
	Nidatt Barot							
2022	Jyoti Tadvi	PhD Presentsion Expence					Rs 1600 Cash	
2023	Dipika Patel	PhD Presentsion Expence					Rs 1190 Cheque No. 521640	