



An Institution of
the Society for the Higher Education
of Women in India

Sophia College for Women

Empowered Autonomous

Bhulabhai Desai Road

Mumbai – 400026

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Policy Document: Financial Assistance to Teachers

Sophia College for Women (autonomous) will provide financial assistance to the faculty to help further their holistic development as teachers and educators. This assistance may be in the form of:

Faculty Development Programmes: Teachers are encouraged to attend Faculty Development Programmes offered by our institution as well as other institutions. Teachers will have to put in a formal request to the Principal for approval. Once approved, financial assistance will be provided to the teacher on a reimbursement model. The amount provided is capped at Rs. 2000 per teacher per year. All documentation must be provided by the teacher.

Workshops and Seminars: Teachers are encouraged to attend workshops and seminars offered by reputed institutions. Teachers will have to put in a formal request to the Principal for approval. Once approved, financial assistance will be provided to the teacher on a reimbursement model. The amount provided is capped at Rs. 2000 per teacher per year. All documentation must be provided by the teacher.

Books/Teaching/Learning Material: Teachers may approach the Library to purchase books/teaching material/learning material for a particular course. If the Library is unable to get the book, the Teacher may purchase it and will be reimbursed by the college. The Teacher must have a non-objection certificate from the Librarian and must have the approval of the Principal. Detailed itemised bills must be provided by the teacher.

A.P. Pahi
PRINCIPAL SOPHIA COLLEGE
(AUTONOMOUS)



ATTESTED TRUE COPY
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