



# ST. JOSEPH'S COLLEGE

## JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status granted by UGC notification No.F.22-1/2017 (AC) Dtd.11<sup>th</sup> Oct.2018)

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NAAC Grade A (CGPA: 3.12)

Ref. No: SJC/POLICY/01/2021

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### POLICY OF FINANCIAL ASSISTANCE TO TEACHERS

St. Joseph's College, Jakhama firmly upholds that research, innovation, publication and quality improvement in the teaching-learning process contribute to academic excellence. To achieve quality education, teachers need to be more adaptable, flexible, and diversified. The Policy of Financial support is provided to the teachers to help, encourage and enhance academic and research activities among teaching faculty members.

#### POLICY AND GUIDELINES

1. A regularised employee may avail encashment of un-availed casual leave at the end of the academic year. However, the Management Board has the full power and right to hold back/revoke encashment of un-availed casual leave as and when situation demands to do so. The provision of encashment of un-availed casual leave is a gesture of appreciation and encouragement from the Management for the employees and no employee can take it as rightful claim. The provision of encashment of un-availed casual leave is applicable only if the employees are physically present in the College for duty.
2. As and when required, the Management Board may depute employee(s) to attend courses, training programmes, seminars, conferences, workshops, exchange programmes, and membership fee of professional bodies. To this end the College shall meet the financial expenses.
3. An interest free **Staff Welfare Financial Support** up to a maximum of Rs. 1, 00,000/- (one lakh) may be granted to regularized employees for justifiable purposes, repayable within twelve months. The employee shall refund the loan by deduction from the monthly salary or make full refund within twelve months. Failure to refund the loan within twelve months shall incur interest according to the prevalent rate.
4. The provision for Staff Welfare Financial Support can be availed only by regularised employee.
5. A staff cannot claim Staff Welfare Financial Support every year. There should be at least 12 months gap to avail Staff Welfare Financial Support.
6. Financial incentives for staff who publishes research articles with DOI number in peer/reviewed journals under UGC Care List or contribute research/scientific article in publish books and journals with ISBN/ISSN number. However, a staff cannot claim double encashment for the same article which had been used for seminar presentation and publication. Financial incentives shall be given only for publication of a book, contribution in a book or article in peer/reviewed/UGC Care list journals.
7. Promotion under Career Advancement Scheme (CAS) with increase in basic pay/number of increments shall be decided by the Management Board for eligible teachers.
8. The Management Board shall from time to time decide the amount for financial incentive.

9. Financial incentives for staff who publishes research articles with DOI number in peer/reviewed journals under UGC Care List or contribute research/scientific article in publish books and journals with ISBN/ISSN number. However, a staff cannot claim double encashment for the same article which had been used for seminar presentation and publication. Financial incentives shall be given only for publication of a book, contribution in a book or article in peer/reviewed/UGC Care list journals.
10. A PH.D teacher shall not claim financial incentives for the Articles he/she had submitted to the University where he/she studied as part of requirement for completion of Ph.D studies. No financial incentives shall be granted for such Articles and Publications.
11. To avail financial incentives, one has to produce proof in hard copy with all the details of publication(s). In the case of paper presentation, provide details of the paper presentation mentioning the nature of seminar and whether the paper presented at the seminar/conference has been published. Mention the publication of paper presentation if published in edited book. The College will not give financial incentive to any staff for being resource person at various seminars, conferences, workshops or webinars.
12. Financial incentives shall be different for single author and co-authors.
13. Financial incentives shall be considered necessary only for the primary (main) author of the article, publication or presentation.
14. Financial incentives must be claimed within a period of three months of publication after which no financial incentives shall be granted.
15. Financial incentives shall not be considered if the article is not published in peer reviewed journals under UGC Care List.
16. Financial incentives shall not be considered if the article or publication is without affiliation to St. Joseph's College, Jakhama.
17. For the event of Department Jubilee celebration, the Management Board shall decide upon certain amount of financial assistance, not exceeding Rs. 20,000 (twenty thousand) for the celebration of the occasion.
18. The practice of giving financial incentive for publication of articles and books is purely a good will gesture from the Management and it can be revoked as and when it is felt necessary.
19. A study leave for Ph.D Course work for six (6) months may be granted only to teachers with regularized appointment who have served the college for a minimum of 3 years. Such teachers will be paid three (3) months only full salary during six months leave period. He/she will not be paid for the remaining 3 months of the leave period.
20. A non-regularized teacher/staff may avail study leave without pay for M.Phil or Ph.D course work.
21. A regularized teacher/staff may avail study leave for M.Phil but without payment of salary.
22. A study leave for Ph.D field work and Defence of Thesis paper shall be granted for a period not exceeding one year, and shall not be extended under any circumstance.
23. If a research scholar employed in the College wishes to take study leave for Ph.D field work and Defence of Thesis paper, he/she may sign bond/MoU with the College and avail financial help.
24. As a rule, only one teacher from a department will be granted study leave at a time. Preference will be given according to seniority.
25. Only those who are registered for Ph.D programme in a recognized university or Institution are eligible for study leave.
26. Application for study leave should be submitted at least six months before the leave commences. The following documents should be submitted with the application.
  - (a) Proof of admission or proof of registration to the Ph.D programme.
  - (b) A letter from the Research committee/guide of the thesis that the candidate will be able to complete the Dissertation during the period of the study leave.

27. A teacher and research scholar who has completed five years (with regularised appointment), but less than eight years of service in the College shall be eligible to draw 50% of normal salary during the period of study leave subject to Article 26.8 of Service Rules. However, if he/she is awarded any scholarship/stipend of any kind from any source, he/she will not be eligible to draw any salary during the period of study leave.
28. A teacher and research scholar who has completed eight or more years of service in the College shall be eligible to draw full pay during the period of study leave subject to Article 26.8 of Service Rules. However, if he/she is awarded any scholarship/stipend of any kind from any source, he/she will not be eligible to draw any salary during the period of study leave.
29. A teacher who avails financial help from the College for Ph.d study shall refund the total amount either through instalment or lump sum mode.
30. A teacher and research scholar who draws full or partial pay must execute a bond to the effect that he/she will serve the College for a period of at least five years after completion of study leave. If the teacher/research scholar concerned fails to honour the bond, he/she shall refund, with interest (according to the prevailing interest rate of the bank), all the money received from the College during the period of the study leave. In any case the College shall have the right to recover the amount due before the employee leaves the College. The Original Certificates of the research scholar/teacher on study leave will be kept in the College.



**Dr. Fr. George Keduolhou Angami**  
Principal  
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