



# S. S. T. College of Arts & Commerce

(AFFILIATED TO UNIVERSITY OF MUMBAI, MUMBAI)

Gorakshnath Complex, Morya Nagri, Ulhasnagar 421 004.  
Tel.: 0251-2583600 • Cell : 9323961811 • 8446973000

## SOP FOR FINANCIAL SUPPORT

The Financial Support Policy for Staff in College aims to support the professional development of the college staff by providing financial assistance for job-related training, conferences, and other professional development opportunities. The policy seeks to promote the continuous improvement of skills, knowledge, and competencies of the staff and enhance their performance.

### ELIGIBILITY

All full-time and part-time Teaching and Non-Teaching staff who have completed at least one year of service at the Institution are eligible to apply for financial support under this policy. The financial support is subject to the availability of funds and the approval of the immediate supervisor and the Institutional management.

### TYPES OF FINANCIAL SUPPORT

The following types of financial support are available for eligible employees:

#### a. PROFESSIONAL DEVELOPMENT GRANTS:

Employees can apply for professional development grants to cover the cost of job-related training courses, workshops, seminars, and other professional development opportunities. The grants can cover registration fees, course materials, travel, and accommodation expenses, subject to the availability of funds and approval.

#### b. CONFERENCE GRANTS:

Employees can apply for conference grants to cover the cost of attending conferences related to their job responsibilities. The grants can cover registration fees, travel, and accommodation expenses, subject to the availability of funds and approval.

#### c. CERTIFICATION AND LICENSURE REIMBURSEMENT:

Employees can apply for reimbursement of fees associated with obtaining job-related professional certifications or licenses. The reimbursement is subject to the availability of funds and approval.



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## APPROVAL PROCESS

To apply for financial support, employees must submit a written application to their immediate supervisor, outlining the purpose and expected benefits of the requested financial support. The supervisor will review the application and make a recommendation to the Principal.

On receipt of application from the principal, management will review the application, taking into account the availability of funds, the relevance of the requested financial support to the employee's job responsibilities, and the potential benefits to the Institution. The Institutional management may approve, reject, or modify the requested financial support.

## REIMBURSEMENT PROCESS

Employees who receive financial support must submit all relevant receipts and documentation to the Institution's finance department for reimbursement. The finance department will review the documentation and process the reimbursement, subject to the availability of funds and approval.

## CONCLUSION

The Financial Support Policy for Staff in College aims to support the professional development of the staff by providing financial assistance for training, conferences, and other professional development opportunities. The policy promotes the continuous improvement of skills, knowledge, and competencies of the staff, and enhances their job performance. The policy ensures that the financial support is provided fairly, transparently, and in alignment with the Institution's goals and objectives.



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