

PROF. SAMBHAJIRAO KADAM COLLEGE, DEUR (SATARA)

Criterion 6: Governance, Leadership and Management

Clarifications for deviation/s along with attached document/s for DVV

6.3.2

POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO TEACHERS FOR ATTENDING CONFERENCES/WORKSHOPS

Title of Policy:

Financial support to teaching staff of Prof. Sambhajirao Kadam College, Deur to attend academic programmes

Preamble:

In order to encourage academic enrichment and capacity building of faculty members, Prof. Sambhajirao Kadam College, Deur the policy of providing the financial support to the teachers to attend the conference and workshop organized by Institute of National Repute, Universities and Colleges.

Objectives:

1. To facilitate faculty to attend training programmes like Conferences / Seminars/Workshops/Refresher Courses/Induction Programmes/ Orientation Programmes/ Faculty Development Programmes.
2. To support faculty members and promote academic growth and career advancement.
3. To encourage the faculty to prepare and present Research Paper/s in Seminars / Conferences of National and International importance.
4. To support faculty members to participate in Seminars / Conferences and Workshops promoting teaching learning, research and extension activities.

5. To encourage teaching staff to join professional bodies and academic societies.

Policy regarding attending of conference/ workshop / seminar:

The Regular faculty is allowed to attend Conference / Seminar/ Workshop at International Level and at National Level with the assistance from the institute / UGC / Government / National / State Agencies and the affiliating university subject to fulfillment of the following conditions:

1. The faculty member has to present a paper or chair a session & has been officially invited for the event / activity.
2. Provided funds are available for this purpose with the institute / department.
3. Conference/ Seminar/ Workshop is in the general interest of the offered subject
4. 50% of the faculty is on duty at a time in the College.
5. Full Pay Duty Leave will be permitted
6. In case of International conference, the applicant should have cleared his/her probation successfully.
7. Fulfillment of instructions issued by the Govt. of India from time to time for going abroad.
8. Institute will pay Registration Fee only.

PROCESS AND PROCEDURE

1. The teaching staff should apply in writing to the Principal seeking permission to attend/present paper
2. The teaching staff should apply for Full Pay Duty Leave and/or NOC, as required.

3. The "Initial Permission" will be granted by the Principal.
4. The teaching staff will resume duty upon completion of the said programme.
5. The teaching shall submit a fresh application seeking appropriate financial support with the following enclosures:
 - a. Permission Letter
 - b. Proof of Duty Leave c. NOC, if any
 - d. Receipts
 - e. Certificate
 - f. Joining Letter
6. The final approval of financial support will be done by the Principal
7. The Accounts Department will reimburse the expenses after verification of the documents submitted.

Benefits

- College follows the UGC guidelines for Travel Grant Scheme teaching staff.
- Permanent ad hoc /Guest teaching staff of the College are reimbursed registration fee, upon submission of form and final approval of the Principal for attending Conferences/Seminars/Workshops/Refresher Courses/Faculty Development programmes /Induction programmes Orientation Programmes.
- Permanent ad hoc/Guest teaching staff of the College are allowed Full Pay Duty Leave to attend the academic programmes.
- College motivates its teaching staff to organize academic enrichment programmes in its campus. Faculty members can apply for exemption/reimbursement of Registration Fee for attending such academic programmes organized by the College.
- Membership fee of professional bodies and academic societies.



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