



Ref. : KKW/ACS&CS/Chandori/

Date :

Policy document on

Providing Financial Supports to Teachers for attending Seminar/Conference

Policy Statement:

In order to encourage academic enrichment of faculty members the college provides financial support to the teaching staff to attend academic programs.

Objectives

1. To facilitate teaching staff to attend faculty training programs like conferences/seminars//workshops/refresher courses/induction programs/orientation programs/Faculty development Programs.
2. To enhance the academic credentials of the teaching staff.
3. To support teaching staff for academic growth and career advancement.to encourage teaching staff to present research papers in conferences/seminars//workshops.

Financial Support Pattern:

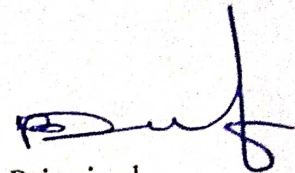
Event	Nature of Financial Support
International Level	Registration Fee Travelling Allowance Dearness Allowance Lodging
National Level	Registration Fee Travelling Allowance Dearness Allowance Lodging
State level	Registration Fee Travelling Allowance Dearness Allowance Lodging

Procedure:

1. The teaching staff will apply to the Principal seeking permission to attend/present paper in academic programs at least 15 days before.
2. The teaching staff will apply for Duty leave and/or NOC, as required.
3. The teaching staff will resume duty after the completion of the said program.
4. The teaching staff will submit an application seeking appropriate financial support with the following enclosures:
 - a. Brochure
 - b. Receipt of Registration Fees
 - c. Bus/Train Tickets
 - d. Accommodation Receipts
 - e. Certificate of Participation/Presentation
 - f. Movement Order

5. A copy of the paper presented/proceedings/souvenir (in soft/hard copy) should be submitted with ISBN no. and index in the library.
6. The Principal will approve the financial support.
7. The Account section will reimburse the expenses after verification of the documents.

*The policy is subject to periodic review.



Principal
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