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PUNE VIDYARTHI GRIHA'S

COLLEGE OF SCIENCE & TECHNOLOGY

Affiliated to University of Mumbai (College Code : 866)

CTS No : 218, Br. Nath Pai Nagar, Ghatkopar (East), Mumbai - 400 077 Tel. : 022-2506 9118

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POLICY DOCUMENT FOR FINANCIAL SUPPORT TO TEACHERS

Pune Vidyarthi Griha's College of Science & Technology firmly believes in empowering the faculty by encouraging them to attend various seminars, conferences, workshops, refresher and orientation.

Scope of Financial Support

The teachers are provided with financial support for professional development activities like:

- Participating in the seminars, workshops and conferences.
- Publishing research papers in highly reputed journals.

All the full-time and part-time teachers can avail the financial support.

Forms of Financial Support

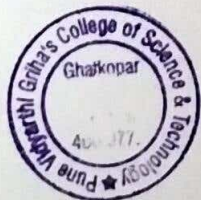
The financial support to the teachers can be provided for:

- Registration fees for seminars, workshops and conferences.
- Traveling and accommodation allowances in case of outstation seminars, workshops and conferences.
- Membership fee of professional bodies.
- Enrolling for a Professional Development course.

Procedure for Application and Approval

The teachers need to follow the following procedure for application and approval for availing the financial support:

1. Teachers are deputed for seminars, workshops or conferences by the principal. The teacher should submit an application to the Principal regarding the participation, their registration fees and any allowances, if applicable. After the approval by the Principal, the funds will be released for the same by the Accounts section.
2. In case, the fee is paid by the teacher, the amount is reimbursed after following proper application and approval procedure.
3. The teachers should submit the relevant receipts and a copy of the attendance certificate and reports to the accounts section for their record.



4. In case of financial appreciation for research paper publication the Convener of Research & Publication Cell makes a recommendation about the same to the Principal at the end of every academic year. The copy of research papers published by the teachers is maintained by the Cell for their record and reference. After the approval of the Principal, the approved application is forwarded to Accounts section for the release of funds.
5. The College sanctions the membership fees of the teachers who intend to become members of professional bodies. Upon submission of the application by the concerned teacher for the same, the receipts and records are maintained by the Accounts section.



Acharya
I/C Principal
Pune Vidyarthi Griha's
College of Science & Technology