



SHRI RAJASTHANI SEVA SANGH'S

Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce & Science

Affiliated to the University of Mumbai

Shriniwas Bagarka Marg, J. B. Nagar, Andheri (E), Mumbai - 400 059. • Tel. : 28353002, 28393002

POLICY DOCUMENT

ON

PROVIDING FINANCIAL SUPPORT TO TEACHERS FOR ATTENDING CONFERENCE WORKSHOP ETC

Preamble-The policy of providing the financial support to the teachers is in force in order to attend the conference and workshop organized by Institute of National Repute, Universities and Colleges and towards membership fee of professional bodies.

Objectives

1. To encourage the teaching staff for presentation of research paper in conferences of National and International Repute.
2. To support the teaching staff to avail opportunity for discussing the novel development, the emerging challenges, future perspectives in their field of interest.
3. To support teaching staff to promote teaching learning, research extension activities and governance through participation in conference and workshops.
4. To enhance their academic credential in line with expectations.

Policy regarding attending of Conference/workshop/seminar

A regular is allowed to attend Conference/Seminar/workshop at International Level and at National Level (i.e. Registration fee + TA only) subject to fulfilment of the following conditions: -

1. The faculty member has to present a paper or chair a session & has been officially invited to this effect.
2. Funds are available for this purpose with the department.
3. Conference/ Seminar/ Workshop is in public interest.
4. 50% of the faculty is on duty at a time in the College.
5. No DA will be paid & faculty members will be granted academic leave. In case of local conferences etc. only registration fee will be paid and academic leave granted.

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6. Fulfilment of instructions issued by the Govt. of India from time to time for going abroad.
7. In case of attending International conference, the applicant should have cleared his/her probation successfully.
8. Subject to the condition that only 20% of teacher's strength in a department would be deputed for such international conferences etc.
9. Financial assistance to take up research projects and publish articles in the refereed journals/ UGC care list journals
10. Teaching staff who avail the physical facilities or financial assistance towards their Doctoral programme must continue in the same institution for at least 3 years after the award of Doctoral degree.
11. Financial support to obtain professional membership of the relevant field on seniority basis.

PROCEDURE OF APPLYING FOR THE SCHEME

The teachers who wish to avail financial assistance for their Ph. D research work should submit the requirement, approved by Principal. The teachers who wish to avail financial assistance for attending FDPs/ Seminars/ Conferences/ Workshops/ Symposia under this scheme should get approval from Principal and submit it along with the relevant documents such as registration receipt, participation/ presentation certificate/ professional membership certificate to the Principal/office within week after attending FDPs/ Seminars/ Workshops/ Conferences/ Symposia.

PROCEDURE FOR APPROVAL

The teaching staff must submit the certificate of attendance of FDPs/ Seminars/ Conferences/ Workshops/ Symposia Professional memberships to the academic and research coordinator and accountant. After submission of required documents college accountant may release amount with the permission of Principal. The teachers will be sanctioned with full registration amount towards attending FDPs/ Seminars/ Conferences/ Workshops/ Symposia and 50% membership fees to obtain Professional membership.



Trivedi
Principal
PRINCIPAL
SHRI RAJASTHANI SEVA SANGH'S
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