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Pravara Rural Education Society's

ARTS, COMMERCE AND SCIENCE, COLLEGE, SATRAL

Tal. Rahuri, Dist. Ahmednagar (MS) Pin - 413711

Policy Document on providing financial support to the teachers to attend conferences/ workshops and towards membership fee of professional bodies

Prepared by

Internal Quality Assurance Cell

Policy Document on Financial Support for Teachers to Attend Conferences/Workshops and Membership Fees of Professional Bodies

Objective:

1. **Motivate Teaching Faculty:** Encourage teachers to participate in conferences and workshops at various levels.
2. **Professional Memberships:** Ensure teachers hold memberships in various professional bodies.
3. **Skill Development:** Support teachers in participating in conferences and workshops to enhance their knowledge and skills in teaching-learning, evaluation, extension, governance, and research activities.
4. **Academic Enhancement:** Improve the academic potential of teaching faculty.

Policy:

1. **Financial Support:**
 - All faculty members are entitled to financial support for attending conferences, workshops, seminars, etc.
2. **Membership Fees:**
 - Funds should be allocated to faculty members for membership fees of various professional bodies.
3. **Proposal Submission:**
 - Faculty members must submit a proposal to the Principal for financial support to attend conferences, workshops, etc.
4. **Approval Process:**
 - The Principal of the institution must approve proposals forwarded for financial support for attending conferences and workshops.
5. **Post-Attendance Reporting:**
 - Faculty members must report to the accounts section and submit bills of the expenditure after attending a conference or workshop.

Implementation Guidelines:

1. **Eligibility Criteria:**
 - All permanent and temporary faculty members of Arts, Commerce, and Science College, Satral, are eligible for this financial support.
2. **Proposal Submission Process:**
 - Proposals must include details such as the name of the conference/workshop, dates, venue, estimated costs, and a brief explanation of how attending will benefit the faculty member and the institution.
 - Proposals should be submitted at least one month prior to the date of the conference/workshop.

3. Approval Process:

- The Principal will review the proposal, considering factors such as relevance to the faculty member's field, potential benefits, and availability of funds.
- Approved proposals will be communicated to the faculty member within two weeks of submission.

4. Financial Support Coverage:

- Registration fees for the conference/workshop.
- Travel expenses, including airfare, train fare, or other transportation costs.
- Accommodation costs during the conference/workshop.
- Membership fees for professional bodies.

5. Post-Attendance Requirements:

- Faculty members must submit a detailed report on the conference/workshop within two weeks of attendance.
- The report should include insights gained, potential applications in teaching/research, and any networking outcomes.
- Original bills and receipts must be submitted to the accounts section for reimbursement.

6. Budget Allocation:


- An annual budget will be set aside for this purpose, and funds will be allocated on a first-come, first-served basis, subject to availability.

7. Monitoring and Evaluation:

- The effectiveness of the policy will be reviewed annually.
- Feedback from faculty members who have received support will be collected and considered for policy improvements.

This policy aims to foster continuous professional development among faculty members, ensuring they remain updated with the latest trends and advancements in their respective fields.




Principal
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