



## **6.3.1 Policy regarding Financial Assistance to Faculty for attending Workshops/ Seminars/ conferences and Training Programmes**

### **Introduction:**

Sant Dnyaneshwar B.Ed. College provides financial support to its faculty members for attending workshops, seminars, conferences, and other professional development programmes conducted by other colleges of agencies. This policy aims to encourage continuous learning and professional growth among faculty members, thereby enhancing the quality of education delivered at the college. This policy applies to all full-time and part-time faculty members of Sant Dnyaneshwar B.Ed. College. The policy covers financial support for registration fees, TA/DA for attending relevant workshops, seminars, and conferences.

### **Eligibility Criteria:**

Teaching and Non-Teaching members are eligible for financial support under this policy if they meet the following criteria:

- The workshop, seminar, or conference is directly related to the faculty member's area of expertise or teaching responsibilities.
- The event contributes to the professional development of the faculty member and aligns with the college's goals and objectives.

### **Application Process and Approval:**

- Faculty members must submit an application for financial support at least two days before the event.
- The request should include details of the event, such as the registration fees, or TA/DA
- The application will be reviewed by the College Administration Committee or a designated authority.

- The faculty member will be notified of the approval or rejection of their request within
- In case of approval, the details of the financial support, including the amount and covered expenses, will be communicated.


### **Financial Support Coverage:**

- **Registration Fees:** Full or partial coverage of registration fees for the event.
- **Travel Expenses:** Economy class airfare, train fare, or mileage reimbursement for personal vehicle use as per college norms.
- **DA:** Daily Allowance will be provided.

### **Reimbursement Process and Approval:**

- Faculty members must submit original receipts and other relevant documents within 07 days after returning from the event.
- A completed expense report must accompany the receipts.
- The College Administration Committee will review the submitted expenses for compliance with the approved support.
- Reimbursements will be processed within 07 days of submission.



  
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