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CRITERION NO- VI
GOVERNANCE, LEADERSHIP AND MANAGEMENT

Policy Document On

Providing Financial Support to Teachers for Attending FDPs, Conferences, Workshops, Seminars and Membership Fees

Arts, Science and Commerce College, Mokhada believes in empowering faculty by inspiring them to attend different FDPs, Conferences, Workshops, Seminars and to hold membership of different professional bodies. The faculty members can upgrade their research knowledge and careers through taking the benefit of well-designed Policy of financial support.

Scope of the Policy:

The policy extends to support following research and professional development activities:

- Participating in FDPs, Conferences, Workshops, Seminars
- To get the membership of the different professional bodies

Objectives:

- To inculcate and promote the research environment within the faculties and hence in the institute
- To motivate the teaching staff for presenting their research work in conferences of national repute
- To support the teaching staff to understand and discuss opportunities, recent trends, emerging fields, future perspectives in their field of interest through the experts

Policy Guidelines:

Staff Members-Teaching and non-teaching staff members who are on a permanent basis and are on probation will be eligible for grants under the following circumstances:

- Financial support for teachers to attend workshops, FDPs, and conferences to improve their intellectual capacities.
- Financial support to non-teaching staff to attend the different training programmes and workshops.
- The faculty member must have completed his or her probation in order to participate in international conferences.
- After probation, faculty members are encouraged to apply for UGC/DST grants and other funding agencies with the Principal's approval.

Procedure of Availing the Grant/Aid:

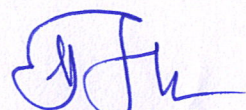
- In the case of national conferences/seminars, applications should be sent to the Principal at least 7 days in advance.
- For international events, the application must be submitted to the Principal at least 45 days in advance, with an alternate teaching plan authorized by the corresponding Head of Department. The faculty member should also make sure that students' teaching hours are not affected. Also, faculty members have to apply for UGC/DST grants and other funding agencies with the Principal's approval.
- The Research Advisory Committee (RAC) scrutinizes the applications for their relevance and need.
- If there are multiple applicants from the same department, the principal's decision is final.
- In the event of research paper presentation funding, if the paper is co-authored, the first author will be given preference. However, the application should include No Objection Certificates from the second author(s).

Reports/Outcome Recording of Such events:

- Within a week of returning, the staff member must submit a detailed report together with the bills for reimbursement.
- On submission of original copies of tickets, attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings, the expenses incurred will be refunded.
- In the case of any training programme attended by the faculty, the details of the programme/learning experience should be presented to the respective department within a week of their return.
- Faculty members who attend an international seminar or conference should work on publishing their work in a reputable international journal.
- Copies of participation certificates, best paper certificates, and other relevant certificates should be handed over to the Research committee.

~~Chairman~~
Chairman
Chitman VI




PRINCIPAL
Arts Science and Commerce College
Mokhada, Dist. Palghar