



Shiksha Mandal, Wardha's

G. S. COLLEGE OF COMMERCE & ECONOMICS, NAGPUR (AUTONOMOUS)

Affiliated to RTM Nagpur University

A Hindi Linguistic Minority Institution | NAAC Accredited Autonomous Institution

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Policy for Financial Support to Teachers for Attending Conferences/Workshops and Payment towards of Membership Fee of Professional Bodies.

Purpose of Policy

This policy aims to provide financial support to faculty members to enhance their professional development, contribute to the institution's academic reputation, and stay abreast of the latest advancements in their respective fields. This support will be provided for attending conferences/seminars and for membership fees of recognized professional bodies.

Objectives

1. To encourage teachers to enhance their skills through participation in workshops, seminars, conferences, and training programs.
2. To facilitate teachers' participation in academic collaborations and knowledge-sharing platforms.
3. To support teachers in upgrading their technological skills and educational practices.

Eligibility

1. All full-time and regular faculty members of G.S. College of Commerce and Economics, Nagpur are eligible to apply.
2. The proposed activity must be relevant to the teacher's professional development, research, or teaching.
3. Applicants must have a satisfactory performance record.

Criteria for Selection

1. The conference/seminar/professional body must be relevant to the faculty member's teaching, research, and/or professional development.
2. The faculty member's potential contribution to the conference/seminar etc. will be given priority.
3. The potential benefits to the institution will be considered.

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4. The availability of funds within the allocated budget will be a determining factor.
 5. Priority will be given to faculty members presenting papers or those playing a significant role in the conference/seminar/workshop etc.
 6. The professional body must be a recognized and reputable organization. The membership must be beneficial to the teacher, and the institution.

Scope of Policy

Financial support may be provided for the following:

A. Conferences/Seminars/Workshops

1. Registration fees.
2. Travel expenses (including fare, and local transportation) within approved limits.
3. Accommodation expenses (within approved limits).
4. Per day allowance for meals and incidental expenses.
5. Presentation/publication fees (if applicable).

B. Membership Fees of Professional Bodies

Annual or Life membership fees of recognized national and international professional bodies relevant to the faculty member's field of expertise.

Application Procedure

1. Faculty members must submit a completed application to the Principal of G. S. College of Commerce and Economics, Nagpur at least one week before the conference/seminar or membership renewal date.
2. The application must include:
 - a. Details of the conference/seminar/professional body.
 - b. A brief justification for attending/joining.
 - c. A detailed budget.
 - d. A copy of the acceptance letter (if any).
 - e. A copy of the professional body's membership details and fee structure (if applicable).
3. The Principal will review the application and make recommendations to the Chairman, Shiksha Mandal, Wardha.

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4. The Chairman, Shiksha Mandal, Wardha will make the final decision regarding the allocation of funds.

Disbursement of Funds

1. Funds will be disbursed as per the approved budget.
2. The college may reimburse expenses upon submission of original bills and receipts.
3. Advances may be provided in exceptional cases.
4. The maximum support of Rs. 3,000 per teacher per year will be given.

Reporting and Accountability

1. Teachers who receive financial assistance must submit a report on the activity within one weeks of its completion.
2. The report must include details of the activity, its outcomes, and the utilization of funds.
3. Teachers must submit original bills and receipts for all expenses.
4. Failure to submit the necessary documents may affect the financial support.

Review and Amendment:

1. This policy will be reviewed and updated periodically to ensure its effectiveness.
2. Amendments to this policy may be made by the Principal or Chairman, Shiksha Mandal Wardha.

M. Praveen

Dr. Praveen J. Mustoor

Principal

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