

Guru VishwambharkrupaBahuuddeshiyaShikshanPrasarak Mandal Lakkadjawalga's

**SHIVNERI MAHAVIDYALAYA,**

Shirur Anantpal, Dist. Latur- 413544

(NAAC Accredited B+ Grade with 2.54 (CGPA))

**POLICY DOCUMENT**

**FOR**

**FINANCIAL SUPPORT TO TEACHING STAFFS TO ATTEND  
CONFERENCES/SEMINAR/WORKSHOPS/SYMPOSIA**

**INTERNAL QUALITY ASSURANCE CELL**



## **POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFFS TO ATTEND CONFERENCES/SEMINAR/WORKSHOPS**

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### **Introduction**

Shivneri Mahavidyalaya Shirur Anantpal believes that, the research environment plays a significant role in the quality improvement in the teaching and learning process. Beside classroom teaching and delivery of curriculum the teacher's participation in various conferences, workshops and seminar provides a platform to share and exchange their ideas in their concerned field. With keeping this view in order to promote the teaching staff institution has well designed policy for the providing financial assistance to teachers to participated in various research events.

### **Policy Statement**

This programme intends to provide a financial assistance to teaching staff to participate in seminars, symposia, conferences, workshops, and training workshops etc.

### **Objectives**

- To promote the teachers to participate in seminars, symposia, conference workshops.
- To encourage the teachers to share their knowledge and experiences through platform of academic events.
- To encourage the teachers to develop the research environment in the institution.

### **Scope of the Policy**

The policy extends to all levels of academic/research activities, but not to any type of certification programme. Faculty should align their participation with academic content standards, or research standards as enumerated in the Research Policy. Financial assistance will be provided only to Teaching staff members who are on a permanent basis. Policy states to provide an assistance of Rs. 300, 500 and 800 for State, National, and International level events respectively. The financial assistance will be only for registration fees of the event. Institute will provide a Duty Leave to the staff members to attend the academic event.

### **Procedure of availing the financial assistance**


- Staff member wish to avail the financial support to attend/participate in conferences/Seminars/Workshops should submit an application to IQAC in prescribed format at least 7 days in advance.
- After a recommendation from IQAC the Principal will approve the application and sent it to account section for further process.



- Accountant will provide a financial assistance to the concerned teacher in the form of Cash/cheque after filling out voucher.
- If there are multiple applicants from the same department, the principal's decision is final.

### **Reports/Outcome Recording**

- Within a week of event returning, the staff member must submit copy of participation certificates to the IQAC.
- IQAC will upkeep the record of the events attended by faculty in a separate file.



PRINCIPAL  
Shivneri Mahavidyalaya  
(Arts, Commerce & Science)  
Shirur Anantpal, Dist. Latur(M.S.)

