



Rishi Dayaram and Seth Hassaram National College and Seth Wassiamull
Assomull Science College.
Bandra (West), Mumbai – 400050.



Policy Document: Guidelines for staff attending Faculty Development Programmes, Training Programmes, Workshops, Seminars, Symposia and Conferences and financial support.

The following is the broad institutional policy for providing financial assistance to full time teaching faculty and librarians of the College for attending Conferences /Symposia /Workshops / Seminars /Faculty Development Programmes /Management Development Programmes and towards membership fees of Professional bodies.

Applies to:

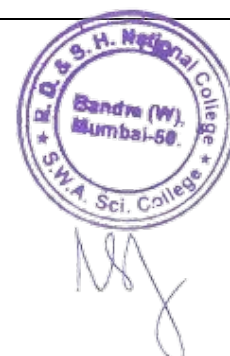
Applicable to **full time teaching faculty** who act as participants of the programmes and not as organizers and resource persons.

Policy Statement: To encourage the participation of faculty members in the academic programs, the college is committed to providing institutional financial support and facilitating research endeavours for the procurement of grants from National and International funding agencies.

Process and Procedure

- The Institution is committed to extend full support to the faculties and faculty are motivated to attend subject related workshops, Faculty Development Programmes, Professional Development Programmes, Management Development Programmes, Orientation Courses, Refresher Courses, Short-term Certificate courses, Workshops related to innovative teaching pedagogy, Paper presentation, paper publication. However, to ensure smooth and equitable distribution of funds and other resources, the following limits have been prescribed.

| Category | Maximum Frequency | Maximum Number |
|---|-------------------|----------------|
| Faculty attending FDP/Training Programmes | Once in a year | One per year |
| Faculty attending Refresher Course/Orientation | Once in a year | One per year |
| Faculty attending Seminar, Conference, Symposia | Once in a year | One per year |





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Faculty Development Provisions:

Financial assistance to the faculty shall be provided for the following

- Registration Fees for FDP/ Orientation Courses /Refresher Courses.
- Membership fees of professional association.
- Enrolment charges for Professional Development Course.
- Second AC class train fare for representing the Institution in Competitions.

The strategies for seeking approval are as follows

- Faculty members who wish to avail financial assistance for their respective work must obtain an initial approval from the concerned Head of Department /Vice-Principal.
- Subsequently, application is forwarded to the Finance Office for budgetary authentication.
- If all norms are followed the applicant is instructed to obtain the permission from the Head of the Institution.
- After attending the programme, the faculty must submit the report and certificate of attendance of FDPs / Seminars /Conference /Workshops / Symposia, Professional memberships within **three working days** to the IQAC, Research Committee and the Finance Officer.
- The statement of expenses along with the original invoices shall be forwarded to the Finance Officer for endorsement.
- Seed Money to the extent of Rs. 5000 per teacher per year to be provided.

The policy is subject to review and revision.

