

# Financial Assistance Policy



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**PRINCIPAL**

**Shri Jain Vidhya Prasarak Mandal  
College of Education (B.Ed.)  
Chinchwadgaon, Pune-33.**



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# श्री जैन विद्या प्रसारक मंडळ

श्री फत्तेचंद मार्ग, चिंचवडगांव, पुणे - ४११ ०३३. फोन : ०२०-२७३५४६३३

ई-मेल : sjvpm@yahoo.com वेबसाईट : www.sjvpm.com

स्थापना : १९२७

जावक क्र. :

दिनांक : ०१/०६/२०१६

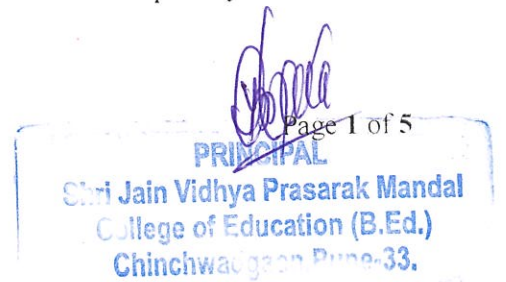
Shri Jain Vidya Prasark Mandal College of Education (B.Ed), Chinchwad  
Pune-411033

## Policy Regarding Financial Assistance for attending Conference/ Workshops/Seminars/Symposia/Membership/Research/Training program / Faculty development programs

This Policy provides financial assistance to teaching staff to avail the research facility in the institute and to attend University / College / State/ National / International level Conferences / Workshops / Seminars / Symposia / Membership / Research / Training programs / Short-term training programs as well as other professional membership of relevant field. It intends to promote improvement of research attitude among faculties and researchers by expanding facilities by providing a forum for better quality of education for benefit of the students in terms of exchange of knowledge, experience and research etc and also providing financial assistance for non-teaching staff for their training time to time.

**Objectives:** The objectives of providing financial assistance are:

- To upgrade educational qualification and knowledge of teaching staff and also for increasing the efficiency, ability and best quality work of non-teaching staff.
- To create higher-class professional teaching staff along with latest advanced tools, technology and skills for their teaching profession.
- To provide excellent teaching staff with good ICT skills, communication skills, team work and the ability to provide students with quality and value-based education.





- To keep up to date along with the latest developments in their specific subject of concern teachers.
- To inculcate in-depth research skills of the teachers for better progress.
- To acquire and improve art of teaching at the institute level to achieve goals of higher education
- To improve interaction of the teachers with allied professionals from other National/ International institutes time to time.
- To promote the teacher regarding research in their subjects for betterment in quality level education.
- To arrange training, workshops, conferences, seminars, symposia, membership for teaching staff and for that purpose to arrange guest lecturers in relevant subjects time to time.

#### **Eligibility:**

For the above said policy the financial assistance will provide by institute to their approved teaching staff and full-time non-teaching staff members are eligible.

#### **Nature of Assistance provided under the scheme:**

- If any staff of institute has registered for Ph.D. to the concerned university and if he/she desire to use facility along with chemicals of concerned lab for getting help for his/her Ph.D. research then he/she must apply to the Principal for getting permission from Principal for his/her said purpose.
- If the Principal allows to concerned teaching staff may utilize the said facility.
- The faculty members who are willing to attend University/ College/ State/ National/ International level Conferences/ Workshops/ Seminars/ Symposia/ Membership/ Research/ Training programs / Short-term training programs then he/she must submit their application to the Principal of institute. After submission of the said application if the Principal satisfies and come to conclusion regarding financial facility avail to faculty members then he /she will recommend for approval to Hon. General Secretary of Management

#### **On-duty Leave:**

- Teaching and non-teaching staff who participate in University/ College/ State/ National/ International level Conferences/ Workshops/ Seminars/





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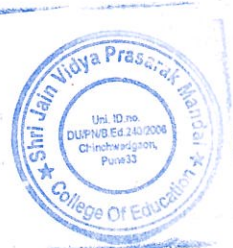
दिनांक : ०१/०६/२०१६

Symposia/ Membership/ Research/ Training programmes/ Short-term training programmes, etc. are entitled to get on-duty leave with prior permission from Principal. In case of holidays/non-working days fall during this period, no special compensatory off will be granted to attendee.

- On-duty leave will not be granted to attend irrelevant seminars, workshops, conferences, professional development programs, etc.
- If an attendee remains absent during the concerned period (for an event/seminar), his/her on-duty leave will be cancelled by the College.

## Registration Fee/ TA:

- If college feels that the said attend University/ College/ State/ National/ International level Conferences/ Workshops/ Seminars/ Symposia/ Membership/ Research/ Training programmes/ Short-term training programmes are useful for students of college, for the benefit of better quality education, in that case only with the prior permission of Principal, of college will approve/ allow 50 % fees out of registration to the concerned staff of college.
- If concerned staff attends University/ College/ State/ National/ International level Conferences/ Workshops/ Seminars/ Symposia/ Membership/ Research/ Training programmes/ Short-term training programmes then he/she must submit original receipts, documents etc along with concerned papers to the Principal.
- The financial assistance provided by the institute will neither transferrable nor the benefits of same will be carried forwarded to the each subsequent year.
- Principal of institute will have right to provide 50% TA to concerned staff members to attend University/ College/ State/ National/ International level Conferences/ Workshops/ Seminars/ Symposia/ Membership/ Research/





Training programmes/ Short-term training programmes for outstation destination.

- This financial assistance facility will be provided to concerned staff only one time in academic year subject to fulfillment of terms and conditions of this policy as mentioned above.
- That the Management/Principal has right to change/ alteration the policy from time to time and same is/ are final and binding to all.

#### **Procedure of Application:**

- If staff willing to utilize college laboratory facilities for their Ph.D. work and other research projects, shall must take prior permission from the Principal and then need to submit the list of their requirements approved by the Principal.
- Faculty members who are willing to avail the financial assistance for attending seminars/conferences/FDPs, etc. must make written application.
- The said application shall made through the Principal to the Secretary of the Management.

#### **Submission of Report:**

- The Faculty Members utilizing financial assistance facility for above listed activities only and have to submit their summary report to the Principal. If the Principal desire that concerned faculty has to make a presentation on the knowledge acquired from an activity mentioned herein above.
- The copy of certificates, original receipts, bills etc., shall be submitted to the accounts department by the faculty for all financial claims and proof of expenses incurred by them.
- In the event of any genuine expenses without bills, the concerned faculty has to take written approval from the Principal and to submit the same to the accounts Department. The institute will not consider the claim or make reimbursement, if the relevant documents have not been submitted as per





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जावक क्र. :

दिनांक :

- terms and conditions of this policy
- That the Management/Principal has right to change/ alteration the policy from time to time and same is final and binding to all.

Principal

Shri Jain Vidhya Prasarak Mandal  
College of Education (B.Ed.)  
Chinchwadgaon, Pune-33.

Hon. General Secretary  
Hon. Gen. Secretary  
Shri Jain Vidya Prasarak Mandal  
Chinchwad, Pune-411 033.



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RESEARCH  
Jain Vidyapeeth Research Institute  
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