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Shri Amolok Jain Vidya Prasarak Mandal's

Smt. Shantabai Kantilal Gandhi Arts, Amolok Science, Panalal Hiralal Gandhi Commerce College

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NAAC Accredited "B" Grade



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Est. 1996

Jain Minority Institution

Principal - Dr. N.S.Rathi
(M.Com., M.Phil., Ph.D.)

Ref. No.
20 - 20

Date : / /20

6.3.2. Policy document on providing financial support to teachers of colleges for attending workshops, seminars and conferences

1. Introduction

This document outlines a policy for providing financial support to teachers of colleges for attending workshops, seminars, and conferences. It explains the criteria for eligibility, the process for application, approval, and reimbursement process.

2. Eligibility

- All full-time teachers at the college are eligible to apply for financial support for attending workshops, seminars and conferences.
- The focus of the workshop, seminar or conference must be relevant to the applicant's teaching and research area.
- The applicant must have a valid reason for attending the workshop, seminar, or conference.
- The workshop, seminar or conference must not be outside India.

3. Application Process

- The applicant must submit the following documents:
 - A completed application form.
 - A letter of recommendation from the applicant's department Head.

4. Review and Approval Process

Applications will be reviewed and approved by Office superintendent and Head of the institution. Principal holds the final authority for the approval purpose.

5. Reimbursement Process

- The college will reimburse the applicant for all reasonable expenses related to attending the workshop, seminar, or conference, up to an approved limit.
- The applicant must submit an itemized list of expenses, certificate and receipts to the college within one week of returning from the event.
- The college will process the reimbursement within two weeks of receiving the documentation.




Principal

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