



CARMEL VIDYA BHAVAN TRUST'S
CHRIST COLLEGE PUNE
(Affiliated to Savitribai Phule Pune University)

INTERNAL QUALITY ASSURANCE CELL (IQAC)



POLICY DOCUMENT



**Academic Year
2023-24**



CARMEL VIDYA BHAVAN TRUST'S
CHRIST COLLEGE - PUNE

(Affiliated to the Savitribai Phule Pune University)

ID-No. PU/PN/ASC/269/2007, College Code-829

26/4A, Sainikwadi, Vadgaon Sheri, Pune 411 014.

Accredited by NAAC with 'B+' Grade

Ref. No. CCP/

POLICY DOCUMENT FOR FINANCIAL SUPPORT TO STAFF

The policy on providing financial support to the staff is in force, to attend conferences, workshops organised by institutions of State /National/International repute, Universities and Colleges, to publish research papers, to enrol for professional development courses and towards membership fee of professional bodies. The policy aims to uphold the vision of establishing quality culture, encourage the resources for professional development and enhance their competencies. A budgetary provision is made by the Management body every financial year in this regard.

Objective:

- To encourage the staff for participation and presentation of research papers in conferences, workshops, seminars etc.
- To support the staff to avail opportunities for discussing the latest developments, the emerging challenges, future perspectives in their areas of interest, update themselves and gain exposure in their respective fields
- To support the staff to promote enhanced teaching-learning, research, extension activities and governance/administration through participation in FDPs, Orientation, Refresher courses conferences, workshops, etc
- To enhance their academic credentials

Scope for Financial Support:

The faculty /administrative staff is provided with financial support for professional development activities like:

- Participating in seminars, workshops and conferences related to teaching learning academic/administrative /research/extension activities organised by institutions of national or international repute
- Publishing research papers in Scopus Indexed /ABDC Journals/Web of Science
- To enrol for a professional development course, including FDPs, Refresher and Orientation Courses
- To register for membership in professional bodies

Guidelines:

- A regular teaching faculty/administrative staff is allowed to attend a Conference / Seminar/ Workshop/FDP/Refresher /Orientation Courses at the international level once





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- in a span of five years and at national level once in every academic year on institutional expenses subject to the fulfilment of the following conditions: -
- Funds are available for this purpose with the Accounts department
- Conference/Seminar/Workshop is providing professional growth to the faculty and is supporting the institutional interest
- 60% of the staff is on duty at a time in the department, when a particular faculty applies for this provision.
- Staff will be eligible for duty leave and registration fees only.
- Fulfilment of instructions issued by the Govt. of India from time to time for going abroad
- In case of attending international conference, the applicant should be a permanent faculty and in case of state and national level the faculty should complete one year of service in the institution.
- Only 20% of the staff strength in a department would be deputed for international conferences in a year.
- Report and Certificate of the Conference/Workshop/Seminar should be submitted to the respective Department.

Procedure for Application and Approval:

The staff need to follow the following procedure for application and approval for availing the financial support:

- Staff is deputed for seminars, workshops or conferences on their application, on the interest of the respective department or on university orders. On application of the concerned staff, the Head of the Department makes an application to the Principal about the teacher participation, their registration fees and any allowances, (if applicable). After the approval of the Principal, the funds are released for the same by the Accounts Department
- In case, if the fee is paid by the teacher, the amount is reimbursed after following proper application and approval procedure
- The deputed staff need to submit the relevant receipts and a copy of the attendance certificate to the Accounts Department for their record
- In case of research paper publication, the copy of research papers published by the faculty should be submitted to research cell and their respective Department for record and reference. After the approval of the Principal, the approved application is forwarded to Accounts Department for the release of funds.





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- In case of staff interested to become members of professional bodies/enrol for any professional course the Principal sanctions the membership fees/ sanctions the course fee upon the application of the concerned person for the same. The receipts and records will be maintained by the Accounts and the respective department.

Principal/Director

Principal / Director
Carmel Vidya Bhavan Trust's
Christ College
Pune- 411014.

