



GOVINDA DASA COLLEGE

Affiliated to Mangalore University

Managed by H.V.Sangha, Surathkal

POLICY DOCUMENT

ON

**PROVIDING FINANCIAL SUPPORT TO TEACHERS
FOR ATTENDING CONFERENCE/WORKSHOP**



GOVINDA DASA COLLEGE

(Managed by HINDU VIDYADAYINEE SANGHA (R.), Surathkal)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

POLICY DOCUMENT

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PROVIDING FINANCIAL SUPPORT TO TEACHERS FOR ATTENDING CONFERENCE/WORKSHOP

Preamble

The policy of providing the financial support to the teachers is in force in order to attend the conference and workshop organized by Institute of National Repute, Universities and Colleges and towards membership fee of professional bodies.

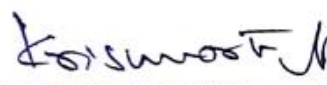
Objectives


1. To encourage the teaching staff for presentation of research paper in conferences of National and International Repute.
2. To support the teaching staff to avail opportunity for discussing the novel development, the emerging challenges, future perspectives in their field of interest.
3. To support teaching staff to promote teaching learning, research extension activities and governance through participation in conference and workshops.
4. To enhance their academic credential in line with expectations.

Procedure for Application and Approval

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

1. Teachers are deputed for seminars, workshops or conferences by the department. The Head of the Department should submit an application to the Principal regarding the teacher participation, their registration fees and any allowances, if applicable. After the approval by the Principal, the funds are released for the same by the Accounts section.
2. In case, the fee is paid by the teacher, the amount is reimbursed after following proper application and approval procedure
3. The teachers should submit the relevant receipts and a copy of the attendance certificate to the Accounts section for their record.
4. In case of financial appreciation for research paper publication and Ph.D. award, the Convener of Research Cell makes a recommendation about the same to the Principal at the end of every academic year. The copy of research papers published by the teachers and the degree certificate of Ph.D. awarded is maintained by the Cell for their record and reference. After the approval of the Principal, the approved application is forwarded to Accounts section for the release of funds.


Prof. P. Krishnamoorthy ✓


Principal
Govinda Dasa College
Surathkal - 575014, D.K.