

## **Policy Guidelines for granting funds for participation in seminars/conferences/workshops**

During the NAAC peer team visit of 2015 dated 23<sup>rd</sup> & 24<sup>th</sup> March, 2015, members of our Management had detailed discussions with them on feedback and suggestions. Based on these suggestions, our Management had decided to provide funds and grant approvals for attending seminars, workshops and conferences by faculty members. The Principal has been given full authority for approvals and decisions in this matter.

The general guidelines to be followed are as follows:

1. For availing this, it should be a National Level seminar/conference/workshop and the attending faculty member should be presenting a paper at the event.
2. Maximum amount permissible shall be up to Rs. 2,000/-
3. The registration fees for the event shall be covered under this amount and shall not include travel allowance or any other expense.
4. Duty Leave shall be sanctioned for the duration of the event.
5. In case the event requires faculty member to be away for more number of days, the expenses towards arranging any visiting faculty for completing the syllabus shall be borne by the college.
6. Prior sanction for attending the event is necessary.
7. Upon return the faculty member shall submit the certificate of attending.
8. At a later date, the concerned faculty member shall arrange similar event at the college.