



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

Vidyanagar, Alto-Parvuri, Bardez-Goa (India) 403521

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGS Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework (1<sup>st</sup> Cycle)

## **Policy on Financial Assistance provided to teachers to attend Workshops/Seminars/Conferences**

### **Policy statement for financial assistance to teachers to participate in National and International Conferences/ Workshops/ Seminars/ Training Programmes.**

The college encourages its faculty members to participate in Conferences, Workshops, Seminars and Training Programmes held within state, country and abroad for sharing knowledge, academic growth and also for collaboration that would facilitate healthy, academic and research ambience.

Keeping in view the guidelines of UGC and Directorate of Higher Education in this regard, the following guidelines have been formed

- A. Provide financial support to teachers for participation in Conferences/ Seminars/Workshops held in India and abroad.
- B. Provide financial support to teachers invited under international Collaboration and Exchange Programmes.
- C. Provide financial support for attending Faculty Development & Training Programmes within India and abroad.
- D. Facilitate academic exchange programme with different colleges in India.

### **2.2. Eligibility**

Teachers eligible for financial assistance to attend Conferences/Workshops/Seminars/Training Programmes are:

- I. Permanent employees whose probationary period is complete will be eligible for travel allowance as per UGC, under the following circumstances:
  - a) Those invited to attend academic conferences /seminars /workshops. The level of the program should be capable of enhancing skills or adding to the professional accomplishment of the beneficiary.
  - b) Those contributing a paper
  - c) Those invited under the international collaboration exchange programme.
  - d) For enhancing knowledge through training and attending Workshop/ Professional/ Faculty development programmes.



### 3. Pattern of Assistance

- i. Full-time teachers are eligible for TA/DA as per DHE rules.
- ii. Total reimbursement of traveling allowance and daily allowances for teaching staff including Principal for attending Conferences/Seminar and training courses of an academic nature, maximum up to Rs. 15000/- per faculty per annum for maximum up to two seminar /conference /workshop. (Rs.7500/- per seminar/conference/workshop) as per Directorate of Higher Education circular dated 22-01-2019
- iii. Registration fees to the extent of Rs. 2500/- per seminar/conference/workshop for 2 seminars/conference/workshop per faculty (within state or outside the state) is paid as per the Directorate of Higher Education circular dated 22-01-2019

### 4. Application and Approval

**Application:** Teachers shall apply to the Principal at least 1 week in advance for permission to attend any Workshop /Seminar / Conference.

#### Mode of approval

- a) The Principal shall scrutinize the application and verify the suitability of the event in terms of relevance for the applicant and the College.
- b) Permission for seminars/conferences will be granted only if the applicant is presenting a paper
- c) In case a faculty member is invited as a resource person, the College will only grant duty leave; no financial assistance/reimbursement will be provided
- d) In case of multiple applicants, the following criteria will apply
  - The applicants' proven record of research output and publication will be important criteria while choosing between applicants.
  - In case of multiple authors, only one will be granted permission to attend and present the paper; Registration fees, TA/DA etc. will also be paid only to one author.
  - As in the case of the aided programme, teachers from Self-financed programmes will be permitted to attend only two workshops/ seminars/ conferences in an academic year; however, where the amount of registration fees/TA/DA, exceeds Rs. 5000, permission will be granted only if approved by the College Governing Council.



- e) The amount of TA & DA shall be calculated as per the Directorate of Higher Education norms.
- f) Granting of financial assistance will depend on compliance with the above conditions and availability of funds.
- g) The decision of the Principal will be final.

#### 4. Deputation letter

The applicant shall apply to the Office for the deputation letter at least three days in advance and collect the same before proceeding for the Workshop/ Seminar/ Conference/ Training Programme.

#### 5. Duty Leave

A maximum of 30 days of duty leave is admissible per year for regular staff and 6 days for contract basis staff to attend Workshops/ Seminars/ Conferences/ Training Programmes

#### 6. Post- Workshop/ Seminar/ Conference/ Training Programme Procedure

Upon return, every faculty member shall submit, within a maximum of six days

- (a) All valid bills/receipts for reimbursement, including boarding passes if the travel has been by plane
- (b) The attendance certificate
- (c) The deputation letter
- (d) A detailed, signed report which shall state the proceedings of the event, details of the faculty member's participation, and how the learning from the event will be put to use for the benefit of the College
- (e) A covering letter to the Principal indicating the total amount claimed

**In all situations, the decision of the Principal and Governing Council is final and binding on all faculty members.**



**Principal**

