



Konkan Education Society's

Dr. C. D. Deshmukh Commerce and Sau. K. G. Tamhane Arts College

At Pingalsai, Opp. Roha Railway Stn. Roha, Dist. Raigad – 402109

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Financial Assistance Policy for Teachers Attending Workshops and Seminars

Introduction

At KES's Dr. C. D. Deshmukh Commerce and Sau. K. G. Tamhane Arts College, we recognize the importance of professional development for our faculty members. We believe that attending workshops and seminars is crucial for enhancing their knowledge, skills and expertise in their respective fields. To support and encourage their continuous growth, we have developed this policy to provide financial assistance to teachers attending workshops, seminars, etc.

Objectives

The objectives of this policy are as follows:

1. To provide financial assistance to faculty members to attend workshops, seminars, etc. relevant to their teaching areas, research interests and professional growth.
2. To encourage faculty members to acquire new teaching techniques, methodologies and tools that can enhance their teaching effectiveness and contribute to the overall quality of education at KES's Dr. C. D. Deshmukh Commerce and Sau. K. G. Tamhane Arts College, Roha.
3. To facilitate faculty members' participation in research conferences and seminars that foster knowledge sharing, networking and collaboration opportunities with experts in their fields.

Eligibility

1. All full-time faculty members of KES's Dr. C. D. Deshmukh Commerce and Sau. K. G. Tamhane Arts College are eligible to apply for financial assistance to attend workshops, seminars, etc.
2. Applicants must have completed a minimum of one academic year of service and then continued at KES's Dr. C. D. Deshmukh Commerce and Sau. K. G. Tamhane Arts College to be eligible for financial assistance.
3. Faculty members must obtain prior approval from their respective department heads or program coordinators or from Principal for the workshop or seminar they wish to attend.

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Financial Assistance Guidelines

1. Financial assistance will cover a portion of the expenses associated with attending the workshop or seminar including registration fees, travel, accommodation and meals subject to the limits specified in this policy.
2. The maximum amount of financial assistance that can be provided to an individual faculty member per academic year shall be determined by the governing body of KES's Dr. C. D. Deshmukh Commerce and Sau. K. G. Tamhane Arts College.
3. Financial assistance will be granted on a reimbursement basis. Faculty members must submit the original receipts and relevant documents within the stipulated time frame as specified by the college administration.
4. The college reserves the right to prioritize financial assistance based on the nature and relevance of the workshop or seminar, availability of funds and the overall benefit to the college and faculty member's professional growth.

Application Process

1. Faculty members must submit a formal application for financial assistance, including the details of the workshop or seminar they wish to attend, to their respective department heads or program coordinators or to the principal.
2. The application must be given in specified format only along with other relevant documents
3. The department heads or program coordinators or Principal will review and approve the applications and make recommendations to the college office administration for the further process of payment.

Approval and Disbursement

1. The college administration will review the recommendations made by the department heads or program coordinators and make the final decision regarding the approval of financial assistance.
2. Once the financial assistance is approved by the departmental head or Principal the faculty member will be notified and the disbursement process will be initiated.

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3. The faculty member must adhere to the college's reimbursement guidelines and submit the necessary documents within the specified timeframe to receive the financial assistance.

Reporting Requirements

Faculty members who receive financial assistance are required to submit a report summarizing their experience and the knowledge gained from attending the workshop or seminar. This report should be submitted to their respective department heads or program coordinators or to the principal within a reasonable timeframe after the completion of the event.

Review and Amendments

This policy will be reviewed periodically to ensure its effectiveness and relevance. Amendments may be made as necessary with the approval of the governing body of KES's Dr. C. D. Deshmukh Commerce and Sau. K. G. Tamhane Arts College, Roha.

Conclusion

The Financial Assistance Policy for Teachers attending workshops, seminars, etc. reflects KES's Dr. C. D. Deshmukh Commerce and Sau. K. G. Tamhane Arts College's commitment to the professional growth and development of faculty members. By providing financial assistance, we aim to support their continuous improvement, enhance their teaching skills and promote a culture of research and collaboration within the college community.



A handwritten signature in blue ink, appearing to be the name "A" followed by a horizontal line.

Principal
K.E.S. Dr.C.D.Deshmukh
Comm. & Sau. K.G.T. Arts
College, Roha - Raigad.