



**Kannada Sangha Pune's
Kaveri College of Arts, Science and Commerce, Pune**

**Policy of Financial Support for Teaching Staff to attend
Academic Programmes**

Policy for enrichment of Teaching and Non Teaching Staff of Kaveri College and Providing Financial Support to attend academic programmes like seminars/ conferences/ workshops/ training programmes etc.

Context

Kaveri College believes that faculty empowerment is an essential component of the teaching learning process. Kaveri College IQAC promotes the teaching and non teaching staff members to upgrade and upskill their professional competence. For achieving this, it is crucial for staff to pursue various academic and administrative activities. This goal is accomplished by providing financial support to teaching and non-teaching staff for attending seminars/ conferences/ workshops/ training programmes etc.

Policy Statement

In order to promote academic enrichment and capacity building of faculty members, Kaveri College provides financial support to teaching and non teaching staff of the College to attend academic programmes.

Policy Purpose and Objective

- To facilitate teaching and non teaching staff to attend or participate in Seminars/Conferences/Workshops/Orientation Programmes/ Refresher Courses/Induction Programmes/Faculty Development Programmes (FDP's) /Management Development Programmes (MDP's)/Professional Development Programmes/ Training Programmes etc.
- Providing financial assistance to faculty members in the form of reimbursement of registration fee

- To organize workshops, training programmes, FDP's on faculty development on research methodology, domain knowledge, office system and administration etc
- To encourage research culture in the teaching staff.
- To enhance the academic credentials of the teaching and non teaching staff.
- To promote academic enrichment and capacity building of the teaching and non teaching staff members
- To upgrade and upskill the teaching and non teaching staff's professional competence.

Features of the Policy

The policy for providing Financial Support to Teaching and Non Teaching staff is funded by Kaveri College, Pune. Teaching and non teaching staff of the college will be eligible for financial support.

Financial Support is provided for:

1. Teaching learning and related activities
2. Research and related activities
3. Professional Development/ academic enrichment /capacity building activities
4. Administrative Training/ Professional Development

Procedure and Process for Availing the Financial Aid

1. The staff member will apply in writing to the Principal seeking permission to attend FDP/MDP/ Capacity Building Workshop etc /Participate or Present research paper in seminar/conferences/training programme etc.
2. The staff member will apply for duty leave after getting initial permission from the Principal.
3. The staff member will resume duty after completion of the said academic programme.
4. The staff member will submit a fresh application seeking appropriate financial support with the following enclosures after attending/ participating in the academic programme:
 - a) Initial Permission Letter
 - b) Proof of Duty Leave
 - c) Receipts

- d) Certificate
- e) Report (in case of Workshop/ FDP/MDP etc)
- f) Joining letter
- g) The final approval of the financial support will be done by the Principal.

Criteria for Financial Support:

- 100% registration fees for those who present a paper in a conference/ seminar etc.
- For overseas International conferences 50% of the registration fees will be reimbursed for such faculty members who present a paper in a conference/ seminar etc.
- 50% registration fees for attending a conference/seminar.
- 25% registration fees for attending overseas international conference/seminar
- 50% registration fees for participating in capacity building workshops, FDP's MDP's.
- 100% for registration fees for participating in capacity building workshops, FDP's MDP's which are sponsored by various agencies like MSFDA etc.
- In case of multiple applications from the same department, the Principal's decision will be final.

The policy is subject to periodic review.




PRINCIPAL
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