



CAYM Education Trusts

Siddhant College of Pharmacy

A/P Sudumbare, Talegaon –Chakan Road, Tal:Maival, Dist: Pune -412109

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FINANCIAL ASSISTANCE POLICY

Policy regarding financial assistance for attending Conferences /Workshops Seminars/Symposia/ Faculty development programs/ Training programs/ Membership of professional bodies/ for conducting research activities

This policy design to provide financial assistance to teaching staff to avail the research facility in the institute and to attend University College State/ National / International level Conferences / Workshops / Seminars Symposia Faculty development programs / Training programs Membership of professional bodies intends to promote improvement of research attitude among faculties and researchers by expanding faculties by providing a forum for quality of education for benefit of students in terms of exchange of knowledge, experience and research and also providing financial assistance for non-teaching staff for their training time to time.

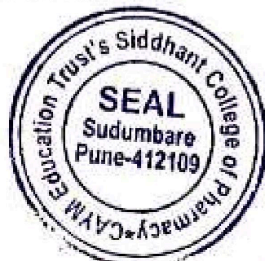
Objectives The objectives of providing financial assistance are :


- To upgrade educational qualification and knowledge of teaching staff and also for increasing efficiency, ability and best quality work of non-teaching staff.
- To create world-class professional teaching staff along with latest advanced tools, technology and skills for teaching profession
- To provide excellent teaching staff with good ICT skills, communication skills, teamwork and the ability to provide students with quality and value-based education
- To keep up to date with the latest developments in weir specific subject of teachers
- To inculcate in-depth research skills of the teachers for better progress
- To acquire and improve art of teaching at the institute level to achieve goals of higher education
- To improve interaction of the teachers with allied professionals from other National International instates and industries.
- To promote the teacher regarding research in their subjects for betterment in quality level education
- To arrange training, workshops, conferences, seminars, symposia membership for teaching staff and for that purpose to arrange guest lecturers in relevant subjects

Eligibility

For the above said policy the financial assistance will be provided by an institute to the approved teaching staff and full-time non-teaching staff members only.

Nature of assistance provided under the scheme:




Principal
Siddhant College of Pharmacy
Sudumbare, Tal.-Maival,
Dist.-Pune 412109.

- If any staff of institute has registered for Ph. D to the concerned University and desires to use Lab facility along with chemicals for Ph. D research work, then staff must have to apply and get permission from Principal for above said purpose.
- If the Principal allows the concerned teaching staff, that staff may utilize the said facility
- The faculty members who are willing to attend University/ College / State/ National International level Conferences/ Workshops/ Seminars/ Symposia faculty development programs Training programs Membership of professional bodies/ Short-term training programmes, must submit their application to the Principal of institute. After submission of the said application, if the Principal satisfied and come to conclusion regarding financial facility avail to faculty members then he will recommend for approval to Hon General Secretary of Management


On-duty Leave :

- Teaching and non-teaching staff who participate in University College/ State/ National/ International level Conferences/ Workshops Seminars/ Symposial Faculty development programs/ training programs/ Membership of professional bodies/ Short-term training programmes, etc are entitled to act on-duty leave with prior permission from Principal. If holidays /working days full during this period, no special compensatory off will be granted to attended.
- On-duty leave will not be granted to attend irrelevant seminars, workshops, conferences professional development programs etc.
- If an attended remains absent during this period (for an event/ seminar), his/ her one-duty leave will be cancelled by the Principal

Registration Fee/TA:

- This financial assistance facility will be provided to concerned staff only one time in academic year subject to fulfillment of terms and conditions of this policy
- The financial assistance provided by the institute will neither be transferrable nor will the benefits of same be carried forwarded to the subsequent year
- If college feels that University/ College/ State/ National/ International level Conferences Workshops/ Seminars /Symposia Faculty development programs/ Training programs/ Membership of professional bodies Short-term training programmes etc are useful for students of college for the benefit of better quality education, in that case only with the prior permission of Principal, an institute will approve/allow 50% registration fees to the concerned staff.
- Principal of institute will have right to provide 50% TA to concerned staff members to attend University Collen/ State /National International level Conferences Workshops Seminars Symposia Faculty development programs/ Training programs/ Membership of professional bodies/ Short-term training programmes for outstation destination.
- The concerned staff should have to submit original receipts and relevant documents to the Principal
- The Management/ Principal has full right to change /alter the policy from time to time and same will be final and binding to all




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Procedure of Application:

- If staff willing to utilize college laboratory facilities and available chemicals for their Ph. D work and other research projects, shall take prior permission from the Principal and then submit the list of requirements (approved by the Principal) to store section.
- Faculty members who are willing to avail the financial assistance for attending seminars/ conferences/ FDP's, etc. shall make an application to Hon. General secretary through the principal


Submission of Report:

- The faculty members utilizing financial assistance facility for above listed activities have to submit their summary report of activity to the Principal If necessary, the Principal may ask to that concerned faculty to make a presentation on the knowledge acquired from attended activity.
- The copy of certificates original receipts bills etc need to submit to the accounts department by the faculty for all financial claims and proof of expenses incurred by them
- In the event of any genuine expenses without hills the concerned faculty has to take written approval from the Principal and submit the same to the accounts department The institute will not consider the claim or make reimbursement, if the relevant documents are not submitted as per terms and conditions of this policy.
- The Management Principal has full right to change /alter the policy from time to time and same will be final and binding to all.

Principal

Hon. General secretary




Principal
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