

Raja Shripatrao Bhagwantrao Mahavidyalaya, Aundh



Policy on Providing Financial Assistance to the Teachers

Raja Shripatrao Bhagwantrao Mahavidyalaya, Aundh motivates the staff to attend workshops, seminars, conferences and symposia to develop research aptitude. Faculty of the college responds positively to attend the same. Especially revised syllabus workshops and seminars organized by Shivaji University, Kolhapur are attended mandatorily. Some members of Board of Studies of the college use to deliver lectures to the participants in such workshops and seminars. Such workshops and seminars are organized by the various colleges affiliated to the university.

The college has a specific policy on providing financial assistance to the teachers. It has a specific procedure to implement this policy. Following steps are mandatory to get financial assistance for the workshops and seminars.

1. Teacher has to apply in writing to the college to attend the workshops, seminars and conferences.
2. Teacher has to fill up printed duty leave application along with the broacher of the concerned workshop/seminar/conference/symposia.
3. Teacher has to mention all the details of the workshop/seminar/conference/symposia and its location in the application form.
4. Completely filled application form along with necessary documents is submitted to the Principal of the college.
5. Principal verifies and sanction duty leave to the concerned teacher for the workshop/seminar/conference/symposia.
6. The teacher, who is allowed to attend the same, attends the workshop/seminar/conference/symposia.
7. On the next day of the event, the teacher submits his attendance certificate and formal application form of Travelling Allowance and Dinner Allowance filled with necessary details to the Principal.
8. Principal verifies the documents and sanctions the required and necessary amount to the concerned teacher.
9. Then the teacher submits the sanctioned form of financial assistance to the account section of the college.

10. Account section prepares the cheque of the said amount, takes the signature of the principal on it and forwards to honourable secretary of the institution for approval (College has joint accounts).
11. Hon'ble secretary of the institution verifies all the details of the application and other documents and approves the cheques with signature.
12. Duly sanctioned cheque by the Principal of the college and Hon'ble Secretary of the Institution is issued to the concerned teacher.

In this way the college runs a policy and procedure to provide financial assistance to the teaching and non-teaching faculty.



Shaudan
I/C PRINCIPAL
Raja Shri Chhatrapati Rajawade Mahavidyalaya, Satara