

# Policy for Teachers to attend Seminars and Conferences



**Managed by Arya Kanya Vidyalaya Trust**

**Gurukul Mahila Arts and Commerce College**

**At & Post : Tapobhumi, Arya Kanya Gurukul Campus, Jubilee, Bokhira Vistaar,**

**PORBANDAR- 360579 GUJ INDIA**

**Re-Accredited 'B' (CGPA 2.38) by NAAC**

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## **I. Preamble**

- Gurukul Mahila College (GMC) is committed to provide a range of inter-disciplinary and multi-disciplinary courses for women to meet the changing socio-economic needs through the development and application of knowledge. To achieve this purpose, Gurukul Mahila College focuses on offering a variety of teaching-learning methodologies and thereby equip the teachers for quality research.
- As such, the teaching learning process has undergone a significant change in recent years and GMC values the importance of up gradation of academic knowledge and research quality of its faculty members so as to make the learning outcomes more fruitful. GMC policy on financial support to teaching faculty to attend conferences/workshops and for payment of membership fees of professional bodies delivers a set of guidelines for availing reimbursement and is applicable to all the full-time permanent faculty members teaching at both UG and PG.

## **II. Scope**

- The financial support to attend Conferences/Workshops and towards Membership Fee of Professional Bodies will be applicable to all the permanent and contractual faculty members of Gurukul Mahila Arts and Commerce College, Porbandar. Teachers who have completed at least one year of service will be eligible to seek financial support to attend or participate in the faculty development programmes at state level.

## **III. Policy Guidelines**


- GMC has earmarked ₹ 01 lakh in its current year budget towards reimbursement of amount spent on attending various National faculty development programmes, seminars, symposia, workshops, conferences and for membership fees for professional bodies.
- The financial support is available to attend or participate in seminars, workshops, conferences, training programmes both in online and offline mode, in India and also to pay membership fees of professional bodies.
- The financial support covers reimbursement of the registration fee to encourage faculty development.
- The faculty members should have completed at least one year of service in order to be eligible to seek financial support to attend or participate in the faculty development programmes at state level.
- Faculty members who are permanent will be eligible to seek financial assistance to attend or participate in national or international programmes.
- Only 20% of the faculty in a department can avail of this facility in a year.
- Faculty members are provided funding on rotation basis.
- Financial support to attend International conferences or development programmes is limited to one programme once in four years by a faculty.

#### IV. Procedure

- Applications should be sent to the Principal duly signed by the HOD at least seven days in advance with respect to national level programmes. The faculty should ensure that the teaching responsibilities are not affected.
- The RDC would scrutinise the need and relevance to attend the programme.
- The teacher should submit a report of the Conference attended within a week's time.
- Bills, tickets etc. should be submitted for reimbursement purpose within a week.
- Faculty members should also submit a report of conference attended, photographs and certificates received.
- Any award received should also be communicated with relevant certificates.

#### V. Felicitation by GMC

- A faculty member receiving an award for presenting research paper in conferences will be felicitated by the College.



**I**

**FINANCIAL ASSISTANCE APPLICATION**

Name of the Scheme: \_\_\_\_\_

Associations:

1. Name & Address of the Association: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone number \_\_\_\_\_  
Email \_\_\_\_\_

2. Name, Designation of the Contact Person: \_\_\_\_\_  
Phone number \_\_\_\_\_  
Email \_\_\_\_\_

3. Application is for (Please tick your option),

(A) Seminar \_\_\_\_\_  
(B) Workshop \_\_\_\_\_  
(C) Symposium \_\_\_\_\_

4. Status of the Association (Please tick your option)

(A) National Level \_\_\_\_\_  
(B) State Level \_\_\_\_\_  
(C) District/ Local level/Regional \_\_\_\_\_

5. Number of years since the Association is in operation; \_\_\_\_\_

6. Registration No. \_\_\_\_\_ Date: \_\_\_\_\_

I hereby declare that the information furnished is true to the best of my knowledge and belief.

(Signature & Name of Office Bearer with seal)  
Date: \_\_\_\_\_