

Founder



Karmaveer Bhausaheb Hiray

Mahatma Gandhi Vidyamandir's

ARTS & COMMERCE COLLEGE, YEOLA

Affiliated to Savitribai Phule Pune University, Pune ID. No. PU/NS/AC/014/ (1970)

Website : www.accollegeyeola.com email : jrcolleyeola@gmail.com

NAAC Re-accredited B+ Grade (CGPA 2.62)

Policy Document: Financial Support for Attending Conferences/Workshops & Membership Fees of Professional Bodies

1. Purpose and Scope

This policy outlines the guidelines and procedures for providing financial support to faculty members and staff of Mahatma Gandhi Vidyamandir's Arts and Commerce College, Yeola for attending conferences, workshops, and covering membership fees of recognized professional bodies. The policy aims to encourage professional development, knowledge enhancement, and networking opportunities for the college's employees.

2. Eligibility Criteria

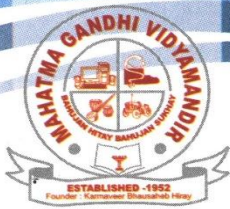
2.1. Faculty Members and Staff: All full-time faculty members and staff employed by Mahatma Gandhi Vidyamandir's Arts and Commerce College, Yeola are eligible to apply for financial support under this policy.

2.2. Conferences/Workshops: Financial support can be granted to attend conferences and workshops that are related to the employee's field of expertise or contribute to the advancement of their professional skills.

2.3. Professional Bodies: Financial support can cover membership fees for reputable professional bodies directly related to the employee's field of work, subject to approval.

3. Approval Process

3.1. Application Submission: Interested employees must submit a formal application for financial support to the designated authority, using the provided application form. The application should include details about the event or membership, its relevance to the employee's role, expected



Founder



Karmaveer Bhausaheb Hiray

Mahatma Gandhi Vidyamandir's

ARTS & COMMERCE COLLEGE, YEOLA

Affiliated to Savitribai Phule Pune University, Pune ID. No. PU/NS/AC/014/ (1970)

Website : www.accollegeteola.com email : jrcolleteola@gmail.com

NAAC Re-accredited B+ Grade (CGPA 2.62)

benefits, and estimated expenses.

3.2. Evaluation and Approval: The applications will be reviewed by a committee constituted by the college administration. The committee will assess the relevance, potential benefits, and alignment with the college's objectives before granting approval.

3.3. Notification: Applicants will be notified of the decision within 7 business days of the application submission.

4. Financial Support Guidelines

4.1. Funding Limit: Financial support will be subject to the availability of funds in the college's budget allocated for professional development.

4.2. Conference/Workshop Expenses: Approved financial support will cover conference/workshop registration fees, travel expenses (including airfare, accommodation, and local transportation), and meals, subject to reasonable limits.

4.3. Membership Fees: Financial support for professional body memberships will cover the annual membership fees up to a predetermined amount.

5. Reimbursement Process

5.1. Submission of Expenses: Employees who have received approval for financial support must submit all relevant receipts, invoices, and expense reports within 15 days of the event's conclusion.

5.2. Reimbursement Procedure: The college's finance department will review the submitted expenses and process reimbursement in accordance with the college's financial policies and procedures.

6. Reporting and Accountability



Founder



Karmaveer Bhausaheb Hiray

Mahatma Gandhi Vidyamandir's

ARTS & COMMERCE COLLEGE, YEOLA

Affiliated to Savitribai Phule Pune University, Pune ID. No. PU/NS/AC/014/ (1970)


Website : www.accollegeyeola.com email : jrcolleyeola@gmail.com

NAAC Re-accredited B+ Grade (CGPA 2.62)

7. Conclusion

Mahatma Gandhi Vidyamandir's Arts and Commerce College, Yeola recognizes the importance of continuous professional development and encourages its faculty members and staff to actively participate in conferences, workshops, and professional bodies. This policy aims to facilitate their growth, enhance their expertise, and strengthen the college's academic and professional community.




Principal
M.G.V.S
Arts & Commerce College Yeola
Dist. Nashik-423401 (M.S.)