



Policy for Providing Financial Support to Attend Conferences / Workshops/ Refresher Courses and Membership Fee of Professional Bodies

The financial support to attend Conferences/Workshops and towards Membership Fee of Professional Bodies will be applicable to all the full-time permanent faculty members of various departments of the institution. Teachers who have completed at least one year of service will be eligible to seek financial support to attend conferences/ workshops/ membership fee of professional bodies at state/ national/ international level.

Policy Guidelines

- 1) The financial support is available to attend or participate in seminars, workshops, refresher courses, conferences, training programmes both in online and offline mode, and also to pay membership fees of professional bodies.
- 2) The financial support covers reimbursement of the registration fee only.
- 3) 50% of the total registration/ membership fee will be reimbursed accordingly.
- 4) Applications should be sent to the Registrar duly signed by the Principal/ HOD at least fifteen days in advance with respect to state and national/ international level programmes.
- 5) While attending the conferences/ seminars/ workshops/ refresher courses the concerned faculty member must ensure smooth conduction of academic activity in the college in his/ her absence.
- 6) All bills should be submitted for reimbursement purpose within a week.
- 7) Faculty members should also submit photographs and certificates received within a week of attending the seminar.
- 8) Any award received should be communicated with relevant certificates.
- 9) Faculty members must ensure their application is duly approved by the management before attending any such conferences/ seminars/ refresher courses.

Saurabh

Principal
Sunbeam College for Women

