



## **POLICY FOR FINANCIAL SUPPORT TO TEACHERS**

The College encourages the staff members to participate in conferences/workshops/seminars/training Programmes

### **Eligibility:**

- ❖ Any staff member working in this College willing to attend conference/workshop/training apart from Orientation/Refresher course for his/her career advancement.

### **Procedure:**

- ❖ The Staff attending conference/workshop shall obtain permission in advance from the Principal through the Head of the Department concerned.
- ❖ After completion of the conference/workshop/training Programme, he/she has to submit the following details.
  - ✓ Attendance certificate of the Programme.
  - ✓ Participation certificate of the Programme.
  - ✓ Expenditure statement with supporting documents like Registration fee paid and voucher for Travel expenses.
- ❖ The above details shall be submitted to the Principal through the HOD. The Principal can sanction the grant after counter checking the veracity of the documents.