

MODERN COLLEGE OF COMMERCE & COMPUTER STUDIES

SPPU ID : PU/PN/C/366/2009

PUNCODE- CAAP014720

(Affiliated to Savitribai Phule Pune University, Recognized by Govt. of Maharashtra)

Modern Educational Campus, Sector - 21, Yamunanagar, Nigdi, Pune - 411044.

Policy Document Financial support to Teaching staff

The P.E. Society's MCCCS College IQAC promotes and sustains a work culture where in the teaching staffs are constantly encouraged to up skill themselves and enhance their intellectual expertise. The teaching staffs of the College are very proactive and motivated for pursuing their academic growth and career advancement. In order to stream line there requests from the faculty of various courses for financial support to attend academic programmes, this policy is being put in place for smooth and equitable disbursement.

POLICY PURPOSE AND OBJECTIVE

- To facilitate teaching staff to attend faculty training programmes like Conferences / Seminars / Workshops / Refresher Courses / Induction programmes / Orientation Programmes / Faculty Development programmes.
- To enhance the academic credentials of the teaching staff.
- To support teaching staff for academic growth and career advancement.
- To encourage teaching staff to present research papers in Conferences / Seminars / Workshops.
- To encourage teaching staff to carry out extension / consultancy activities and deliver lectures as Resource Person.
- To encourage teaching staff to join professional bodies and academic society.

FEATURES OF THE POLICY

Instituted by: IQAC

Funded by: Progressive Education Society's Modern College of Commerce and Computer Studies

Eligibility:

- ❖ Permanent and guest teaching staff of the College.
- ❖ Major categories for providing financial support:



[Signature]
Principal

P. E. Society's
Modern College of Commerce
and Computer Studies,
Nigdi, Pune - 411 044

1. Teaching learning and related activities.
2. Research and related activities.
3. Co-curricular, Extra-curricular and professional development activities.

Application:

The faculty member wishing to avail the financial support are required to apply in writing to the Principal, with all the details, date / duration of the programme and the certificate of participation.

Selection process /Approval:

In case of multiple applications, the Principal scrutinise the applications and give final approval.

Benefits

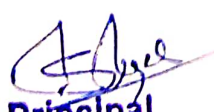
- ❖ P.E. Society's MCCCCS College follows the UGC and Savitribai Phule Pune University guidelines for Travel Allowance Scheme for teaching staff.
- ❖ Permanent / ad hoc / Guest teaching staff of the College are reimbursed registration fee, upon submission of form and final approval of the Principal for attending Conferences / Seminars / Workshops / Refresher Courses / Faculty Development programmes / Induction programmes / Orientation Programmes.
- ❖ Permanent / ad hoc / Guest teaching staff of the College are allowed Duty Leave to attend the academic programmes.
- ❖ P.E. Society's MCCCCS College motivates its teaching staff to organize academic enrichment programmes in its campus. Faculty members can apply for exemption / reimbursement of Registration Fee for attending such academic programmes organized by the College.
- ❖ Membership fee of professional bodies and academic societies.

Financial support pattern:

Event	Financial Support for Paper Presentation	Financial Support for Participation
International Level	Registration Fee and Travel Grant	Registration Fee
National Level	Registration Fee and Travel Grant	Registration Fee
State Level	Registration Fee and Travel Grant	Registration Fee
College Level	Registration Fee	Registration Fee


PROCESS AND PROCEDURE




Principal
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1. The teaching staff will apply in writing to the principal seeking permission to attend / present paper in academic programmes.
2. The teaching staff will apply for Duty Leave and / or NOC, as required.
3. The "Initial Permission" will be granted by the Principal.
4. The teaching staff will resume duty up on completion of the said programme.
5. The teaching staff will submit a fresh application seeking appropriate financial support with the following enclosures:
 - a) Initial permission letter
 - b) Proof of Duty Leave
 - c) NOC, if any
 - d) Receipts
 - e) Certificate
 - f) Joining Letter
6. The final approval of financial support will be done by the Principal.
7. The Accounts Department will reimburse the expenses after verification of the documents submitted.




Principal
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