



SHREE SANTKRUPA SHIKSHAN SANSTHA'S

**SHREE SANTKRUPA INSTITUTE OF ENGINEERING & TECHNOLOGY**

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to DBATU, Lonere and MSBTE, Mumbai

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PRINCIPAL  
DR. SWANAND B. KULKARNI

*Date – 15/08/2018*

**Policy Document**  
**FINANCIAL SUPPORT TO ATTEND**  
**WORKSHOP/SEMINAR/CONFERENCE/MEMBERSHIP**  
(Approved in Board of Governors meeting Dt. 15/08/2018 Resolution No.6)

**INTRODUCTION**

The objective of the policy is to provide financial assistance to teaching staff for enhancing their academic and research skills. The faculties can undertake disciplinary or interdisciplinary research work in the college and/or attend workshops/ seminars/ conference/ symposia at College/ State/ National/ International level. They can also obtain Professional membership in relevant fields through this scheme.

**OBJECTIVE**

The basic objective of financial assistance is as follows-

- To provide financial support for attending Conferences/ Seminars/ Symposia/Workshops held at national or international level.
- To provide financial support for attending Faculty Development and Training programs.
- To provide financial support to obtain Professional membership in relevant fields.

**ELIGIBILITY**

All the faculty members and staff are eligible for financial assistance under the following circumstances.

1. Those invited to attend workshops/ conferences/ seminars etc.
2. Those contributing research papers at national/ international conferences and journals.
3. Those attending the faculty development programs to enhance the technical skills.



## PROCEDURE OF APPLYING FOR THE SCHEME

The faculty/staff who wish to avail financial assistance for any course should submit an application form along with necessary enclosures for approval from the concerned Head of the Department and Principal.

## PROCEDURE FOR APPROVAL

- The Head of the Department shall verify the suitability of the events for academic progression of the applicant, standing/ status of the organizing agency and likely impact on the departmental academic activities.
- In case if multiple applicants are there from the same department, preference may be given to those applicant's experience. Multiple applicants can also be allowed for the same event in some circumstances where workload is adjusted properly with prior approval of the concerned head of the department.
- Granting of financial assistance will depend on the recommendation of the Principal.
- The decision of the Principal shall be final.



A handwritten signature in blue ink, consisting of stylized, overlapping loops and a long horizontal stroke extending to the right.

**Principal**

**Shree Santkrupa Institute of Engg. & Tech.  
Ghogaon, Tal. Karad, Dist. Solara**