



NIRMALA INSTITUTE OF EDUCATION

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Policy on Financial Assistance provided to Teaching and Non-teaching staff to attend Conferences/ Workshops/ Seminars/ Training Programmes.

Policy Statement for financial assistance to Teaching and Non-teaching staff for attending/participating in Conferences/ Workshops/ Seminars/ Training Programmes.

1. Financial assistance The Institute encourages its teaching and non-teaching staff to participate in Conferences/Workshops/Seminars/Training Programmes held within or outside the State for professional growth and development according to the guidelines laid down by the UGC and Directorate of Higher Education. In view of the above, the following guidelines have been laid down at the Institute level.

2. Eligibility

Staff eligible for financial assistance to attend Conferences/Workshops/Seminars/Training Programmes will be permanent employees whose probationary period is complete. They will be eligible for allowance as per UGC, under the following circumstances:

- Those who wish to attend academic conferences /seminars /workshops with the objective of their growth and enhancement of skills necessary for their professional accomplishment.
- Those who wish to present a paper
- Those who are invited either under the MoUs signed with other Institutions or otherwise.
- Those availing of Faculty development programmes.

3. Pattern of Assistance

- Full-time Teaching and Non-teaching staff are eligible for TA/DA as per DHE rules.
- Reimbursement of traveling allowance and daily allowance for Teaching and Non-teaching staff, including the Principal for college work and for attending conferences/seminars and training courses of an academic nature, maximum up to Rs. 15000/- per faculty per annum for maximum upto two seminar /conference /workshop. (Rs.7500/- per seminar/ conference/ workshop) as per Directorate of Higher Education circular dated 22-01-2019
- Registration fees to the extent of Rs. 2500/- per seminar/conference/workshop for 2 seminars/conference/workshop per faculty (within state or outside the state) is paid as per the Directorate of Higher Education circular dated 22-01-2019.

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4. Application/ Approval Application:

- a) Those interested should shall apply to the Principal at least one week in advance for permission to attend any Workshop /Seminar/ Conference/Training Programme.
- b) The Principal shall after scrutinizing the application consider the suitability of the event and its relevance for the applicant as well as for the Institute.
- c) In case of a Teaching/Non-teaching staff member is invited as a resource person, the Institute will only grant duty leave but no financial assistance will be provided nor reimbursement made in any form.
- d) The amount of TA & DA shall be calculated as per the Directorate of Higher Education norms.
- e) Granting of financial assistance will depend on compliance with the above conditions and availability of funds.
- f) The decision of the Principal will be final.

5. In Case of Deputation

Whenever a Teaching and Non-teaching staff is deputed for the Workshop/ Seminar/ Conference/ Training Programme, the member of the Teaching and Non-teaching staff should apply to the Office for the deputation letter at least two days in advance and ensure that it is collected before proceeding for the Workshop/ Seminar/ Conference/ Training Programme.

6. Duty Leave

A maximum of 30 days of duty leave is admissible per year for regular staff and 6 days for contract basis staff to attend Workshops/ Seminars/ Conferences/ Training Programmes.

7. Post- Workshop/ Seminar/ Conference/ Training Programme Procedure

Upon return, every Teaching and Non-teaching staff member shall submit, within a week the following:

- a) All valid bills/receipts/tickets/ boarding passes in case of those eligible for air travel for reimbursement.
- b) Certificate of attendance/ participation.
- c) Deputation letter if any.
- d) A copy of the brochure of the event.
- e) A covering letter to the Principal indicating the total amount claimed.

In all situations, the decision of the Principal and Management of the NES is final and binding on all Teaching and Non-teaching staff members.




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