



## **Gangadhar Meher University**

### **Policy on Providing Financial Support to Attend Conferences / Workshops and Towards Membership Fee of Professional Bodies Policy**

#### **I. Preamble**

Gangadhar Meher University is committed to provide a wide range of academic and professional opportunities to its teaching Faculties for their professional Development and well equip with the changing academic, social, technological and Global scenario. GMU believes that Quality teaching-learning, research and extension will possible through teachers professional Development. The landscape of teaching-learning, and ways to do research has undergone significant changes in recent years. In this regard, GMU values for update of knowledge, skills and competency of its teachers who has the primary responsibility to provide quality teaching to students. As attendance of seminar/conference or attachment with Professional bodies have ample opportunities for Teacher's professional Development, GMU offers Financial supports to its teaching faculties to attend seminar and registration with professional bodies. This policy on financial support to teaching faculty to attend conferences/workshops and for payment of membership fees of professional bodies delivers a set of guidelines for availing the said benefits from the University and is applicable to all the full-time permanent faculty members teaching at both UG and PG level. This Policy helps teachers to update their knowledge in their respective fields so as to enrich the students by imparting valuable education which are both knowledge and skill based so as to increase the employability of students.

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## II. Scope

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 University Departments of GMU. Teachers who have completed at least Two years of service (probation period) will be eligible to seek financial support to attend or participate in the faculty development programmes.


## III. Policy Guidelines

GMU has earmarked Rs. 10 lakh in its current year budget towards reimbursement of amount spent on attending various faculty development programmes, seminars, symposia, workshops, conferences and for membership fees for professional bodies.

- 1) The financial support is available to attend or participate in seminars, workshops, conferences, training programmes both in online and offline mode, in India and abroad and also to pay membership fees of professional bodies.
- 2) The financial support covers reimbursement of the registration fee and the TA/DA to encourage faculty development.
- 3) The faculty members should have completed at least Two years of service in order to be eligible to seek financial support to attend or participate in the faculty development programmes .
- 4) Faculty members who are permanent will be eligible to seek financial assistance to attend or participate in national or international programmes.
- 5) Only 20% of the faculty in a Department can avail of this facility in a year.
- 6) Faculty members are provided funding on rotation basis.
- 7) Financial support to attend International conferences or development programmes is limited to one programme once in four years by a faculty.

## IV. Procedure

- 1) Applications should be sent to the Chairman, PG. Council, copy to the Registrar duly signed by the HOD at least seven days in advance with respect to national level programmes and 45 days in advance for international level programmes.
- 2) The faculty should ensure that the teaching responsibilities are not affected.
- 3) A Committee is set up to scrutinize the need and relevance to attend the programme.
- 4) Within a week of returning from the conference, the teacher should submit a report of the activities.
- 5) All bills, tickets, boarding passes etc. should be submitted for reimbursement purpose



within a week.

- 6) Faculty members should also submit a report of conference attended, photographs and certificates received.
- 7) Any award received should also be communicated with relevant certificates.

#### **V. Recognition by GMU**

- 1) A faculty member receiving an award for presenting research paper in conferences are honoured at the University
  - 2) The University also honours teachers who present an extraordinary research article in conferences organised by the University.
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