

Sheth C. D. Barfiwala College of Commerce, Surat.

Policy for Financial Support for Attending Faculty Development Programs, Conferences, Seminar, Workshop, Symposia etc. and Membership of Professional Bodies

1. Purpose and Scope

This policy outlines the guidelines and procedures for providing financial support to faculty members and staff of Sheth C. D. Barfiwala College of Commerce, Surat for **Attending Faculty Development Programs, Conferences, Seminar, Workshop, Symposia etc** and seeking membership of recognized professional bodies by paying membership fees. The policy aims to encourage professional development, knowledge enhancement, and networking opportunities for the college's faculties.

2. Eligibility Criteria

All full-time/part time/ad-hoc/visiting faculty members employed by Sheth C. D. Barfiwala College of Commerce, Surat are eligible to seek financial support under this policy.

Faculty Development Programs, Conferences, Seminar, Workshop, Symposia etc : Financial support can be granted to attend **Attending Faculty Development Programs, Conferences, Seminar, Workshop, Symposia etc** that are related to the employee's field of expertise or contribute to the advancement of their professional skills.

Membership of Professional Bodies: Financial support can cover membership fees for reputable professional bodies directly related to the employee's field of work, subject to approval.

3. Approval Process

Application Submission: Faculties are encouraged to seek financial support by approaching the Principal/ Research Committee/ the designated authority. The faculty shall provide details about the event or membership, its relevance to the employee's role, expected benefits, and estimated expenses. The applications will be reviewed by Principal/ Research Committee/ the designated authority. The basis to assess the each request shall be assessed based on relevance, potential benefits, and alignment with the college's objectives before granting approval. The faculty will be notified of the decision within reasonable time about the decision for seeking financial support.

4. Financial Support Guidelines :

Funding Limit: Financial support will be subject to the availability of funds in the college's budget allocated for professional development.

FDPs, Conference/Workshop, Workshop, Symposia etc. related Expenses: Approved financial support will cover registration fees. It may include reasonable travel expenses (including airfare, accommodation, and local transportation), and meals, subject to reasonable limits.

Membership Fees related expenses : Financial support for professional body memberships will cover the annual membership fees up to a reasonable limit.

5. Appropriation / Reimbursement of Approved Fund :

Employees who have received approval for financial support must submit all relevant receipts, invoices, and expense reports within reasonable time to Accounts office as per College Accounts office norms and guidelines. The Faculties seeking financial support shall keep a copy of the Bill / Documents for Quality Assurance / NAAC documentation and submit to NAAC Steering committee / IQAC on timely basis.

6. Concluding Notes

Sheth C. D. Barfiwala College of Commerce recognizes the importance of continuous professional development and encourages its faculty members and staff to actively participate in Faculty Development Programs/conferences seminars/ workshops Symposia etc , and increase networking through joining professional bodies. This policy aims to facilitate their growth, enhance their expertise, and strengthen the college's academic and professional community.



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