SNDT Women's University

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

(This policy has been approved by the Management Council)

I. Preamble

SNDT Women's University is committed to provide a wide range of courses for women to meet the changing socio-economic needs through the development and application of knowledge. To achieve this purpose, SNDT WU focuses on improvement in teaching-learning process and in quality research. Teaching learning process has undergone a significant change in recent years and SNDT WU values the importance of up gradation of academic knowledge and research quality of its faculty members so as to make the learning outcomes more fruitful. 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.

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, conducted colleges/institutes, and Centres of SNDTWU. Teachers who have completed at least one year of service will be eligible to seek financial support to attend or participate in the faculty development programmes at state level.

III. Policy Guidelines

SNDT WU has earmarked Rs. 50 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 one year of service in order to be eligible to seek financial support to attend or participate in the faculty development programmes at state level.

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 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 scrutinise 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 SNDTWU

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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