

BUNTS SANGHA MUMBAI
ANNA LEELA COLLEGE OF COMMERCE AND ECONOMICS
SHOBHA JAYARAM SHETTY COLLEGE FOR BMS

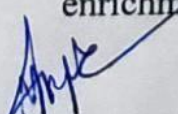
**POLICY FOR ATTENDING
WORKSHOP/SEMINAR/
CONFERENCES
(W.E.F 2018-19)**

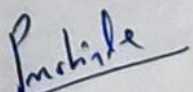
Policy for Attending Workshops/Seminars/Conferences


The Management and Principal of the college encourage knowledge enrichment of faculties through active participation in workshops, seminars and conferences. Attending syllabus revision workshops help faculties to update their knowledge with latest trends in the said specialization and also provide forum for giving suggestions during interactive sessions. Whereas writing research papers and publishing in official journals inculcate research culture in the institution. The college promotes teachers and students involvement in various seminars and conferences through monetary support and leave policy.

Guidelines for attending Workshops/Seminars/Conferences

- Faculties should take prior permission from Coordinator, Chief Coordinator and Principal before applying to participate in concerned workshop/seminar/conference.
- Brochure/Invitation Letter should be produced with an application for participation
- Concerned faculty should produce official fees Receipt/Challan of participation fees and attendance certificate to accounts for further process.
- The amount will be reimbursed to the concerned faculty after signing on the voucher and in cash.
- Attendance Certificate should be submitted to HR administration for claiming Duty Leave and updating personal file.
- Faculty should discuss and update about the workshop/seminar/conference attended for knowledge sharing and enrichment with colleagues.


IQAC Co-ordinator


Chief Co-ordinator


Principal

