



YUGANTAR EDUCATION SOCIETY'S

# SHRI BALASAHEB TIRPUDE COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

(Approved by AICTE, New Delhi, Govt. of India, Govt. of Maharashtra & RTM Nagpur University, Nagpur)

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AICTE Permanent Institute Id : 1-14318331 • DTE Institute Code : HM4219 • RTM NU College Code - 007 AISHE Code : C-18976

## Policy Document on Providing Financial Support to Teachers.

Shri Balasaheb Tirpude College of Hotel Management & Catering Technology believes in empowering faculties by encouraging them to publish research papers and to attend various conferences, seminars and workshops.

### Scope of Financial Support

The teachers will be providing with financial support for professional development activities like:

- Participating in seminars, workshops and conferences.
- Publishing research papers in UGC-CARE listed journals.
- Membership fees of Professional bodies.

All the full-time teachers can avail the financial support.

### Forms of Financial Support

The financial support to the teachers can be for:

- Registration fees for seminars, workshops and conferences.
- Traveling and accommodation allowances in case of outstation seminars, workshops and conferences.
- Membership fee of professional bodies.
- Enrolling for a professional development course.

### Procedure for Application and Approval:

The teachers need to follow the following procedure for application and approval for availing the financial support:

1. Teachers are deputed for seminars, workshops or conferences by the department/committee/Principal. The Head of the Department/ Committee Convener/Faculty has to make an application to the Principal about the teacher participation, their registration fees and any allowances, if applicable. After the approval of the Principal, the funds are released for the same by the Accounts section.
2. In case, when the fee is paid by the teacher, the amount is reimbursed after following proper
3. application and approval procedure.
4. The teacher needs to submit the relevant receipts and a copy of the attendance certificate to the Accounts section for their record.

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**OFFICIATING PRINCIPAL**  
Shri Balasaheb Tirpude  
College of Hotel Management  
& Catering Technology, Nagpur



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5. In case of financial appreciation for research paper publication and Ph.D., the Convener of Research Cell need to make a recommendation about the same to the Principal at the end of every academic year. The copy of research papers published by the teachers and the degree certificate of Ph.D. award is maintained by the Cell for their record and reference. After the approval of the Principal, the approved application is forwarded to Accounts section for the release of funds.
6. The teachers may be interested to become members of professional bodies. The College sanctions the membership fees upon the application of the concerned teacher for the same. The receipts and records are maintained by the Accounts section.
7. There are teachers who may be interested in enrolling for any course to enhance their professional skills. The College sanctions the course fee to the teachers. The receipts and records for the same are maintained by the Accounts section.

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