



ATHARVA EDUCATIONAL TRUST'S
ATHARVA COLLEGE OF ENGINEERING

(Approved by AICTE, Recognized by Government of Maharashtra
& Affiliated to University of Mumbai - Estd. 1999 - 2000)
ISO 2100:2018 ISO 14001:2015 ISO 9001:2015
NAAC Accredited

Policy document for providing financial support to teachers

Participation in Workshops, FDP, Conferences/ Seminars.

- Amount according to position will be awarded to faculty members who attend (any one) either conference, seminar, workshop, FDP etc. within India.
The amount should not be exceeded as per the mentioned scale.
Professor: Rs. 10000/-
Associate Professor: Rs. 5000/-
Assistant Professor: Rs. 3000/-

- This scheme is intended for providing financial assistance to regular faculty who have completed at least 3 years in the institute.

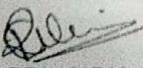
- Limit of Funding for entire Institute is Up to Rs.1.5 Lakhs in an academic year.

➤ Documents to be submitted for reimbursement claim.

The claims for reimbursement in the prescribed format duly supported by the following relevant documents:

- Certified attested copy of passport indicating visa/immigration as proof of undertaking journey.
- Self-attested certificate for the journey performed.
- Statement of expenditure incurred against the amount of travel grant offered under different heads.
- Air-tickets are properly legible and in original with original Boarding Pass.
- Letter of acceptance of paper from the organizer of the conference.
- Original receipt of Registration Fee paid.




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- Copy of paper presented in conference.
- Travel documents/ certificate of participation from the concerned institutional agency.
- Photographs of the event participated.



Dr. Shrikant Kallurkar
Principal,
(Atharva College of Engineering) -
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