

# QUALITY POLICY

## FINANCE





## Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P. – Kalapatti Road Coimbatore-641048 Tamil Nadu India  
Web: www.drngpasc.ac.in | Email: info@drngpasc.ac.in | Phone: +91-422-2369100

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Finance

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Guidelines for Staff Attending Faculty Development Programmes, Training Programmes, Workshops, Seminars, Symposia and Conferences

1. Adhering to the regulation of the Institution, these guidelines are applicable only to the faculty members who act as participants of the programmes and not as organizers or resource persons. However, these guidelines are exempted for Research Scholars and students.
2. This welfare scheme is granted to all faculty members and is subject to change according to the programmes. Due prior sanction is mandatory and the same can be used as a righteous claim the approval may be granted only if the work in the department is not going to be affected.
3. All the faculty members are motivated to attend Faculty Development Programmes, Workshops, and Conferences etc. in order to promote themselves professionally. However, in order to ensure fair allocation of funds and other resources, the following limits have been prescribed:

| <u>CATEGORY</u>   | <u>MAXIMUM FREQUENCY</u> | <u>MAXIMUM NUMBER</u> |
|---|--------------------------|-----------------------|
| Faculty attending FDP/ Training programmes                                    | Once in a year           | One per year          |
| Faculty attending National level : Seminar / Conference / Workshop / Symposia | Once in a year           | One per year          |
| Faculty attending International level : Seminar / Conference / Symposia       | Once in a year           | One per year          |
| Faculty attending Refresher Course / Orientation                              | Once in a year           | One per year          |





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4. The following are the financial budget which includes Registration Fees, Course fees, Traveling allowance, Dearness allowance, Contingency expenses and related expenses will be recommended by the Principal wherein will be duly approved by the management on case to case.
5. The strategies for seeking approval under these guidelines are as follows:
  - a. Initial approval (regarding aptness of programme, interest of participation keeping in mind probable benefits) is taken from the concerned Head of the Department.
  - b. Subsequently, application is forwarded to the Finance department for budgetary authentication. If all norms are followed, the applicant is instructed to meet the Principal.
6. After attending the programme, the faculty member essentially needs to submit a report on the programme and all relevant materials collected to the library. Furthermore, the faculty member is expected to conduct a similar session for all other faculty members if it is required by HoD or Principal.
7. The detailed report of the programme along with the statement of expenses along with the original invoices shall be forwarded through the concerned HoD to the Principal and Finance Officer for endorsement.

(P. MURUGANATHAN)  
Finance Controller

(Prof. Dr. V. RAJENDRAN)  
Principal







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