

**Policy for Financing – Teaching and Non-teaching staff for Development and attending  
Seminars and Workshops:**

Objective: Encouraging Teaching and Non-teaching staff to participate and develop themselves

Following regulation to be observed:

- 1) Individual staff should apply assistance mentioning Venue, Institution organizing the event, title of the workshop, subject, duration and expenditure required be incurred for registration fees, conveyance and other expenses.
- 2) The individual will be granted paid leave for the duration
- 3) The amount reimbursed maximum of Rs.5000/- towards registration fees.
- 4) The incidental expenditure will have to be incurred at actual by the individual