

धनाजी नाना चौधरी विद्या प्रबोधिनी संचालित  
**लोकसेवक मधुकरराव चौधरी**  
**समाजकार्य महाविद्यालय, जळगांव**  
शंकरराव नगर, तळेले कॉलनी जवळ, जुना खेडी रोड,  
जळगाव-४२५००९ (महाराष्ट्र).



Dhanaji Nana Chaudhari Vidya Prabodhini Sanchalit  
**Loksevak Madhukarrao Chaudhari**  
**College of Social Work, Jalgaon**

Shankarrao Nagar, Near Talele Colony,  
Old Khedi Road, Jalgaon (M.S.) 425001

प्राचार्य  
डॉ. राकेश पितांबर चौधरी  
बी.एस्सी., एम.एस.डब्ल्यू., पीएच.डी. (सेट)

**PRINCIPAL**  
**Dr. Rakesh P. Chaudhari**  
B.Sc., M.S.W., Ph.D. (SET)

NAAC Accredited 'A' Grade (CGPA 3.02), An ISO 9001 : 2015 Certified Institution

Ph.: (0257) 2221302. e-mail : cswjal@gmail.com, Website : www.lmccsw.edu.in

Date : / / 202

## Financial Assistance Policy for Teaching and Non-Teaching Staff Participation in Conferences and Workshops

The Loksevak Madhukarrao Chaudhari College recognizes the importance of continuous professional development and encourages its teaching and non-teaching staff to participate in conferences and workshops to enhance their knowledge and skills. To support this commitment, the institution has established a Financial Assistance Policy to waive registration fees for events organized by the college. This policy outlines the eligibility, application process, review and approval procedures, and the obligations of staff members. It also addresses funding availability and sets a framework for promoting professional growth within the institution.

### Eligibility:

All full-time teaching and non-teaching staff members are eligible to apply for financial assistance to attend conferences and workshops organized by the institution. Part-time and contractual staff members may also be considered, subject to availability of funds and approval from the college management.

### Financial Assistance:

The financial assistance provided under this policy is limited to waiving the registration fee for conferences and workshops organized by the college. It does not cover other expenses such as travel, accommodation, and meals, which are the responsibility of the staff member.

### Application Process:

Interested staff members must submit a formal application to the Principal's office, which includes their name and designation, details of the conference or workshop, a brief description of how their participation will benefit the college, and the estimated registration fee. Applications should be submitted at least four weeks before the event.

### Review and Approval:

The Principal, in consultation with the College Management, will review all applications to determine eligibility for financial assistance. Approval is based on the potential benefit of the staff member's participation to the college and the availability of funds.

### Notification:

Upon review, staff members will receive written notification regarding the approval or rejection of their application. If approved, details about the waived registration fee and any additional instructions or requirements will be provided.



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**Obligations of Staff Members:**

Staff members who receive financial assistance are expected to attend the conference or workshop and actively participate in the activities organized by the institution. They must also submit a report summarizing the knowledge gained and any recommendations for the college's benefit within two weeks after the event.

**Funding Availability:**

Financial assistance is contingent on the availability of funds allocated by the institution for this purpose. In cases where funds are limited, priority may be given to staff members whose participation directly relates to their role and responsibilities at the college.



  
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