



**ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN
(AFFILIATED TO MUMBAI UNIVERSITY)
24th Road, Bandra (W), Mumbai 400 050**

Financial assistance for Staff Policy

Staff Members Entitled for Reimbursement:

The participation in the Conferences / Symposia / Workshops / Seminars must be first discussed with the Principal and his prior approval sought.

1. All staff members, teaching (Permanent and Contractual) and Non-teaching, are entitled for reimbursement for attending local Conferences / Symposia/ Workshops/ Seminars/ and Faculty Development Programmes on such terms and conditions as are imposed by the Principal.
2. The Permanent / Contractual Faculty members will be required to execute such document as may be necessary and as determined by the Principal.
3. Permanent / Contractual Faculty members are entitled for reimbursement for presenting papers at National Conferences/ Symposia/ Workshops/ Seminars for only one Conference in an academic year.
4. Permanent / Contractual Faculty members are entitled to second AC class train fare and such other expenses as are specifically sanctioned.
5. Visiting faculty members are not entitled for any reimbursement for any Conferences / Symposia/ Workshops / Seminars attended.

Nature of Financial Assistance:

1. Once the voucher is submitted along with the required documents and approved by the Principal, the concerned staff member will be reimbursed for the full registration fee.
2. For national conferences, the institution will not reimburse the concerned staff member for accommodation expenses.




Dr (Fr) Plavendran Irudayasamy

Principal