



RSR RUNGTA COLLEGE OF ENGINEERING & TECHNOLOGY

Rungta Knowledge City

Kohka – Kurud Road, Bhilai (C.G.)-490024

Recognized by AICTE, New Delhi and Affiliated to CSVTU, Bhilai.

Ref. No. RSR-RCET/Admin/2016/00A1

Date: 02/12/2016

POLICY OF FINANCIAL SUPPORT TO STAFF

RSR - Rungta College of Engineering and Technology (RSR-RCET), Bhilai encourages its staff to continuously update their knowledge and skills through participation in FDPs, Seminars, Workshops, Conferences and through Professional Body Memberships etc.

❖ Availability of Financial Support

The staff who apply and desires to avail the financial support for attending professional development programs like Faculty Development programs (FDPs), Seminars, Workshops, Conferences or for Professional Body Memberships, will be provided with financial support.

❖ Applicability of Financial support

Facility of financial support to the staff is applicable for:

- Registration fees for attending FDPs, Seminars, Workshops, Conferences
- Travelling and accommodation expenses to attend outstation FDPs, Seminars, Workshops and Conferences
- Professional Body Memberships fees for individual
- Professional Body Memberships at Institute level (available to all staff)
- Enrollment fees for Professional Development Courses

❖ Process for availing the Financial Support Facility

The staff who is willing to utilize the financial support facility for higher professional development, may do so by the following process:

1. If staff has already paid the registration fees for FDPs, Seminars, Workshop, Conferences or membership fees for professional body, then he/ she can claim it partially or fully as per his/her desire, through application to the Principal and the same will be reimbursed upon approval. Along with application, staff is required to submit certificate of the program he/she attended, receipt of amount paid by him/her etc. of the relevant program to the account section.



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2. In case, the staff makes prior application for the registration fees of the program he/she desires to attend or membership fees for professional body etc. in advance, then he/she can claim it partially or fully as per his/her desire, through prior application to the Principal and the same will be disbursed upon approval. Later the certificates and receipts of relevant programs attended, need to be submitted by staff, to the account section.
3. The staff can also claim the enrollment fees (partially or fully) paid / to be paid by him / her, for professional course completed by him/her, for any professional course completed by him/her, through application to the Principal. Upon submission of course completion certificate, the requested amount will be approved and disbursed to the account of the staff.

Mr. Saket Rungta
Director
RSR-RCET Bhilai

Dr. P.S. Bokare
Principal
RSR-RCET, Bhilai

Copy to the:

1. Chairman Sir.
2. Asst. Director.
3. HOD's of all Departments.
4. For Circulation among faculty members through HR.
5. Admin. Office to file.