

## Supporting Documents for Qualitative Metric 6.3.1



**6.3.1 :** The Institution Has Performance Appraisal System, Effective Welfare Measures For Teaching And Non- Teaching Staff & Avenues For Career Development / Progression.

**Submitted to NAAC**

**By**

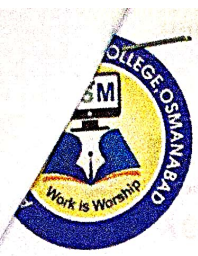
**Advanced Computer College, Osmanabad**

<b>Sr.No</b>	<b>Topic</b>
1	1 Performance appraisal system
2	2 Effective welfare measures for teaching and nonteaching staff

*Tajsaie*  
IQAC-Coordinator  
Advanced Computer College  
Osmanabad

*Bohraj*  
Principal  
Advanced Computer College  
Osmanabad





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Prayag Samajonoti Mandal's,

# **Advanced Computer College**

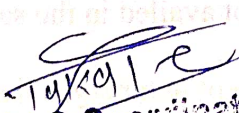
Infront of Dist. Central Jail, Aurangabad Road, Osmanabad.PH.(02472)299297

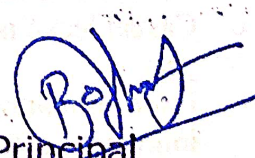
Email Id:-advancedcollege26@gmail.com

Ref.No:-PSMS/ACC/

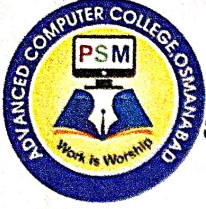
## **Institution has Welfare measures for Teaching and non-Teaching Staff**

<b>Sr.No</b>	<b>Name of welfare measure</b>
<b>1</b>	Faculties are provided with appreciation for participation in various activities
<b>2</b>	Duty Leave, medical Leave, Casual leave is provided to the faculties for various purpose
<b>3</b>	Maternity leave for female faculty and non-teaching staff.
<b>4</b>	Faculties are provided with TA and DA for presenting technical papers in national and International conference.
<b>5</b>	Faculties are provided with honorarium under the scheme of employee referral program.
<b>6</b>	Staffs are provided with free internet in the college campus
<b>7</b>	Waiver of fees up to 50% for teachers' children in the Institution
<b>8</b>	Faculties are sponsored to attend seminar/conference/ Workshop in every academic year and he/she may also be paid with full/partial registration fee

  
**IQAC-Coordinator**  
Advanced Computer College,  
Osmanabad

  
**Principal**  
Advanced Computer College  
Osmanabad





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**PrayagSamajonotiMandal's,**

# **Advanced Computer College**

**Infront of Dist. Central Jail, Aurangabad Road, Osmanabad. PH. (02472) 299297**

**Email Id:-advancedcollege26@gmail.com**

**Ref.No:-PSMS/ACC/O'bad/2018-19/**

**Date: - 01/10/2018**

## **Appreciation Letter**

**To,**  
**Mr. Takle Suresh Shivaji**  
**Advanced Computer College**  
**Osmanabad**

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**Subject: Appreciation for Youth Festival Participation – 2018**

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**Dear Mr. Takle,**

**We appreciate your sincere participation in the Youth Festival – 2018 organized by Dr. Babasaheb Ambedkar Marathwada University, aurangabad. Your efforts have brought pride to Advanced Computer College, Osmanabad.**

**Wishing you success in your future endeavors.**

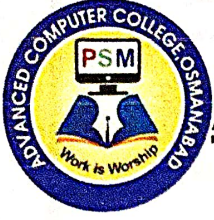
**Yours faithfully,**

**Mr. Bondar V.A**  
**Principal**  
**Advanced Computer College, Osmanabad**

---

**IQAC-Coordinator**  
**Advanced Computer College,**  
**Osmanabad**

**Principal**  
**Advanced Computer College**  
**Osmanabad**



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PrayagSamajonotiMandal's,

# Advanced Computer College

Infront of Dist. Central Jail, Aurangabad Road, Osmanabad. PH. (02472) 299297

Email Id: -advancedcollege26@gmail.com

Ref.No:-PSMS/ACC/O'bad/2018-19/

Date: - 01/10/2018

## Appreciation Letter

To,  
Miss Mahadevi Raut  
Advanced Computer College  
Osmanabad

**Subject:** Appreciation for Youth Festival Participation – 2018

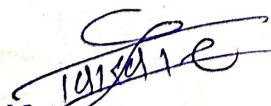
Dear Miss Mahadevi,


We appreciate your sincere participation in the Youth Festival – 2018 organized by Dr. Babasaheb Ambedkar Marathwada University, aurangabad. Your efforts have brought pride to Advanced Computer College, Osmanabad.

Wishing you success in your future endeavors.

Yours faithfully,

**Mr. Bondar V.A**  
Principal  
Advanced Computer College, Osmanabad

  
**IQAC-Coordinator**  
Advanced Computer College,  
Osmanabad

  
**Principal**  
Advanced Computer College  
Osmanabad





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PrayagSamajonotiMandal's,

# Advanced Computer College

Infront of Dist. Central Jail, Aurangabad Road, Osmanabad. PH.(02472)299297  
Email Id:-advancedcollege26@gmail.com

Ref.No:-PSMS/ACC/O'bad/2019-10/

Date: - 21/10/2022

## Appreciation Letter

To:

Mr. Takle Suresh Shivaji  
Advanced Computer College  
Osmanabad

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**Subject: Appreciation for Participation in Central Youth Festival – 2022**

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Dear Mr. Takle,

Thank you for your active participation in the **Central Youth Festival – 2022** held at **Dr. Babasaheb Ambedkar Marathwada University (Dr. BAMU)** from 16th to 19th October 2022..

Your involvement and support were greatly appreciated and played an important role in representing **Advanced Computer College, Osmanabad** with enthusiasm and pride.


We truly value your contribution and look forward to your continued involvement in future college activities.

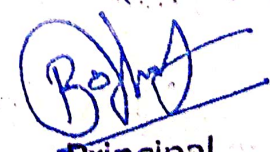
Best wishes,

**Mr. Bondar V.A**

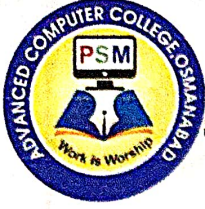
Principal

Advanced Computer College, Osmanabad

  
**IQAC-Coordinator**  
Advanced Computer College  
Osmanabad

  
**Principal**  
Advanced Computer College  
Osmanabad





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PrayagSamajonotiMandal's,

# Advanced Computer College

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Email Id: -advancedcollege26@gmail.com

Ref.No:-PSMS/ACC/O'bad/2018-19/

Date: - 21/10/2022

## Appreciation Letter

To:

Mrs. Vandana Awadhutao  
Advanced Computer College  
Osmanabad

**Subject: Appreciation for Participation in Central Youth Festival – 2022**

Dear Mrs. Vandana,

Thank you for your active participation in the Central Youth Festival – 2022 held at Dr. Babasaheb Ambedkar Marathwada University (Dr. BAMU) from 16th to 19th October 2022..

Your involvement and support were greatly appreciated and played an important role in representing Advanced Computer College, Osmanabad with enthusiasm and pride.

We truly value your contribution and look forward to your continued involvement in future college activities.

Best wishes,

Mr. Bondar V.A

Principal

Advanced Computer College, Osmanabad

*Takale*  
**IQAC-Coordinator**  
Advanced Computer College,  
Osmanabad

*Bondar*  
**Principal**  
Advanced Computer College  
Osmanabad





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Prayag Samajonoti Mandal's,

# Advanced Computer College

Infront of Dist. Central Jail, Aurangabad Road, Osmanabad. PH. (02472) 299297

Email Id: -advancedcollege26@gmail.com

Ref.No:-PSMS/ACC/O'bad/2018-19/

Date: -10/11/2023

## Congratulations on Ph.D. Admission

To:

Mr. Ekhande S. R.  
Advanced Computer College  
Osmanabad

Subject: Congratulations On Your Admission To Ph.D. Program In Bharti Vidyapeeth, Pune

Dear Mr. Ekhande,

It gives us immense pleasure to extend our heartiest congratulations to you on your successful admission to the **Ph.D. program in Bharti Vidyapeeth, Pune.**

Your dedication, hard work, and pursuit of academic excellence have brought you this well-deserved opportunity. We are confident that you will continue to excel and contribute valuable research and knowledge to your chosen field.

Your achievement is a moment of pride for **Advanced Computer College, Dharashiv**, and serves as an inspiration to our students and staff alike.

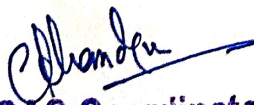
We wish you all the very best as you embark on this new and exciting chapter of your academic journey. May you achieve greater heights and continue to make us proud.

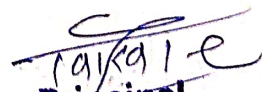
Best wishes,

**Mr. Bondar V.A**

Principal

Advanced Computer College, Osmanabad

  
**IOAC-Coordinator**  
Advanced Computer College,  
Dharashiv

  
**Principal**  
Advanced Computer College,  
Dharashiv





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PrayagSamajonotiMandal's,

# Advanced Computer College

Infront of Dist. Central Jail, Aurangabad Road, Osmanabad. PH. (02472) 299297

Email Id: -advancedcollege26@gmail.com

Ref.No:-PSMS/ACC/O'bad/2018-19/

Date: -15/11/2023

## Congratulations on Ph.D. Admission

To:

Mr. Takle Suresh Shivaji  
Advanced Computer College  
Osmanabad

Subject: Congratulations On Your Admission To Ph.D. Program In Bharti Vidyapeeth, Pune

Dear Mr. Takle,

It gives us immense pleasure to extend our heartiest congratulations to you on your successful admission to the **Ph.D. program in Bharti Vidyapeeth, Pune.**

Your dedication, hard work, and pursuit of academic excellence have brought you this well-deserved opportunity. We are confident that you will continue to excel and contribute valuable research and knowledge to your chosen field.

Your achievement is a moment of pride for **Advanced Computer College, Osmanabad**, and serves as an inspiration to our students and staff alike.

We wish you all the very best as you embark on this new and exciting chapter of your academic journey. May you achieve greater heights and continue to make us proud.

Best wishes,

**Mr. Bondar V.A**

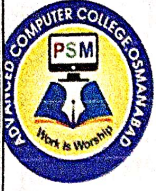
Principal

Advanced Computer College, Osmanabad

**IQAC-Coordinator**  
Advanced Computer College,  
Dharashiv

**Principal**  
Advanced Computer College,  
Dharashiv





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**PrayagSamajonotiMandal's,**

# **Advanced Computer College**

**Infront of Dist. Central Jail, Chhatrapati Sambhajnagar Road, Dharashiv. PH.(02472)299297  
Email Id:-advancedcollege26@gmail.com**

**Ref.No:-PSMS/ACC/Dha./2024-25/**

**Date: -11/10/2024**

## **Appreciation Letter**

**To,  
Mr. Sawant Sharad Pandharinath  
Advanced Computer College, Dharashiv.**

**Subject: Appreciation for Participation in the District Level Aavishkar 2024 at Dr. Babasaheb Ambedkar Marathwada University Sub Campus**

**Dear Mr Sharad,**

We take immense pleasure in conveying our heartfelt appreciation for your commendable participation in the **Central Youth Festival – 2024** organized by **Dr. Babasaheb Ambedkar Marathwada University Sub Campus**.


Your dedication, enthusiasm, and active involvement have greatly contributed to enhancing the reputation of Advanced Computer College at this esteemed event. Your efforts not only strengthened our presence but also served as an inspiration to students and fellow staff members alike.

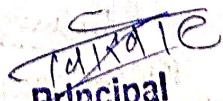
We sincerely thank you for your commitment to excellence and for upholding the spirit of our institution. Your contribution has been invaluable, and we look forward to your continued participation in future endeavors.

Wishing you greater success in all your future activities.

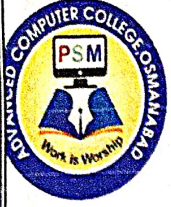
**With best regards,**

**Mr Takle S.S  
Principal  
Advanced Computer College, Dharashiv**

  
**IQAC Coordinator  
Advanced Computer College,  
Dharashiv**

  
**Principal  
Advanced Computer College,  
Dharashiv**





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Email Id:-advancedcollege26@gmail.com

Ref.No:-PSMS/ACC/Dha./2024-25/

Date: -03/01/2025

## Appreciation Letter

To,  
Mr. Takle Suresh Shivaji  
Advanced Computer College, Dharashiv.

Subject: Appreciation for Participation in the Central Youth Festival – 2024 at Dr. BAMU

Dear Mr. Takle,

We take immense pleasure in conveying our heartfelt appreciation for your commendable participation in the Central Youth Festival – 2024 organized by Dr. Babasaheb Ambedkar Marathwada University (Dr. BAMU).

Your dedication, enthusiasm, and active involvement have greatly contributed to enhancing the reputation of Advanced Computer College at this esteemed event. Your efforts not only strengthened our presence but also served as an inspiration to students and fellow staff members alike.

We sincerely thank you for your commitment to excellence and for upholding the spirit of our institution. Your contribution has been invaluable, and we look forward to your continued participation in future endeavors.

Wishing you greater success in all your future activities.

With best regards,

[Principal's Name]  
Principal  
Advanced Computer College

*ephandem*  
IOAC-Coordinator  
Advanced Computer College,  
Dharashiv

*Takle Suresh Shivaji*  
Principal  
Advanced Computer College,  
Dharashiv





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PrayagSamajonotiMandal's,

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Email Id:-advancedcollege26@gmail.com

Ref.No:-PSMS/ACC/Dha./2024-25/

Date: -03/01/2025

## Appreciation Letter

To,  
Dr. Lalita Bhagwan Gavhane  
Advanced Computer College, Dharashiv.

Subject: Appreciation for Participation in the Central Youth Festival – 2024 at Dr. BAMU

Dear Dr. Lalita,

We take immense pleasure in conveying our heartfelt appreciation for your commendable participation in the Central Youth Festival – 2024 organized by Dr. Babasaheb Ambedkar Marathwada University (Dr. BAMU).

Your dedication, enthusiasm, and active involvement have greatly contributed to enhancing the reputation of Advanced Computer College at this esteemed event. Your efforts not only strengthened our presence but also served as an inspiration to students and fellow staff members alike.

We sincerely thank you for your commitment to excellence and for upholding the spirit of our institution. Your contribution has been invaluable, and we look forward to your continued participation in future endeavors.

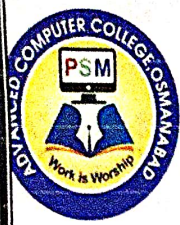
Wishing you greater success in all your future activities.

With best regards,

Mr Takle S.S  
Principal  
Advanced Computer College

*(Signature)*  
IOAC-Coordinator  
Advanced Computer College,  
Dharashiv

*(Signature)*  
Principal  
Advanced Computer College,  
Dharashiv



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Email Id:-advancedcollege26@gmail.com

Ref.No:-PSMS/ACC/Dha./2024-25/

Date: -03/01/2025

## Appreciation Letter

To,  
Mr. Patil Pradip Kantilal  
Advanced Computer College, Dharashiv.

Subject: Appreciation for Participation in the Central Youth Festival – 2024 at Dr. BAMU

Dear Mr. Pradip,

We take immense pleasure in conveying our heartfelt appreciation for your commendable participation in the Central Youth Festival – 2024 organized by Dr. Babasaheb Ambedkar Marathwada University (Dr. BAMU).

Your dedication, enthusiasm, and active involvement have greatly contributed to enhancing the reputation of Advanced Computer College at this esteemed event. Your efforts not only strengthened our presence but also served as an inspiration to students and fellow staff members alike.

We sincerely thank you for your commitment to excellence and for upholding the spirit of our institution. Your contribution has been invaluable, and we look forward to your continued participation in future endeavors.

Wishing you greater success in all your future activities.

With best regards,

Mr Takle S.S  
Principal  
Advanced Computer College, Dharashiv

*elchandem*  
IQAC Coordinator  
Advanced Computer College,  
Dharashiv

*Takle S.S*  
Principal  
Advanced Computer College,  
Dharashiv





# डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ, औरंगाबाद.



(नॅक समितीतर्फे 'अ' दर्जा प्राप्त)

## केंद्रीय युवा महोत्सव - २०२२

### सन्मानपत्र

डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठात दि. १६ ऑक्टोबर ते १९ ऑक्टोबर २०२२ या दरम्यान

आयोजित युवा महोत्सवा मध्ये श्री./ श्रीमती **सुरेशा शिवाजी टकले**

**अँउळान्स कम्प्यूटर कॉलेज, उस्मानाबाद**

यांनी या महाविद्यालयाचे संघ व्यवस्थापक म्हणुन कार्य केल्याबद्दल हे सन्मानपत्र देण्यात येत आहे.

काव्यवाचन  
लावणी  
कव्वाली  
सोलो  
प्रतिसा  
लावणी  
वक्तृत्व  
वादविवाद  
चित्रकला  
लोकनाट्य  
मृदमूर्तिकला  
कव्वाली  
प्रश्नमंजुषा  
मिमिक्री  
कोलाज  
गोवाडा  
लोकवाधवृंद  
व्यंगचित्रकला

प्रो.(डॉ) संजय सांभाळकर  
संचालक  
विद्यार्थी विकास

काव्यवाचन  
लोकनाट्य  
एकांकिका  
चित्रकला  
पोस्टर  
लोकनाट्य  
वादविवाद  
लावणी  
प्रश्नमंजुषा  
वक्तृत्व  
रांगोळी  
भजन

सुगमगायन  
मुकाभिनय  
गोंधळ  
पोस्टर  
भजन  
शॉर्टफिल्म  
लोकनाट्य  
वक्तृत्व  
वासुदेव  
लोकवाधवृंद  
रांगोळी  
लोकगीत  
सुगमगायन  
मुकाभिनय  
गोंधळ  
पोस्टर  
भजन  
शॉर्टफिल्म  
लोकनाट्य  
वक्तृत्व  
वासुदेव  
लोकवाधवृंद  
रांगोळी  
लोकगीत

डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ,





Reaccredited NAAC Grade 'A+'

Dr. Babasaheb Ambedkar Marathwada University,  
Chhatrapati Sambhajinagar

**Central Youth Festival - 2024**

25<sup>th</sup> - 28<sup>th</sup> December 2024



## Certificate of Appreciation



We appreciate Prof./Dr./Mr./Mrs. TAKALE SURESH SHIVAJI from Advanced Computer College, Dharashiv for his/ her wholehearted support to Central Youth Festival-2024 for working as a Cultural Co-Ordinator/Official.

**Dr. Kailas Ambhure**  
Director, Students' Development

**Prof. Prashant Amrutkar**  
Registrar

**IGAC Coordinator**  
Advanced Computer College,  
Dharashiv

**Principal**  
Advanced Computer College,  
Dharashiv





Reaccredited NAAC Grade 'A+'

Dr. Babasaheb Ambedkar Marathwada University,  
Chhatrapati Sambhajinagar

**Central Youth Festival - 2024**

25<sup>th</sup> - 28<sup>th</sup> December 2024



## Certificate of Appreciation



We appreciate Prof./Dr./Mr./Mrs. GAHAVANE LALITA BHAGWAN from Advanced Computer College,  
Dharashiv for his/ her wholehearted support to Central Youth Festival-2024 for working as a Team  
Manager (Female).

**Dr. Kailas Ambhure**  
Director, Students' Development

**Prof. Prashant Amrutkar**  
Registrar

**ICAC Coordinator**  
Advanced Computer College,  
Dharashiv

Advanced Computer College,  
Dharashiv



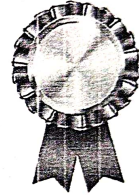
Dr. Babasaheb Ambedkar Marathwada University, Chhatrapati Sambhajinagar  
(NAAC Re-accredited 'A' Grade)

## District Level Aavishkar 2024

District: Dharashiv  
held on 10<sup>th</sup> October 2024



### Certificate of Appreciation



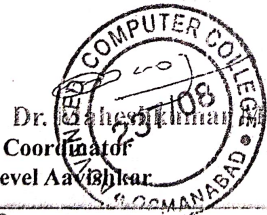
This is to acknowledge and appreciate the dedicated efforts of Dr. / Mr. / Mrs. / Ms.  
Mr. SAWANT S.P from Adv. computer coll. Dharashiv for their  
invaluable support and commitment in serving as the Department/College Team Manager for this  
District Level Research Convention.

We extend our sincere gratitude for the wholehearted support provided, which has greatly  
contributed to the success of this convention and encouraged the spirit of research and collaboration at  
Dr. B. A. M. University, Sub Campus, Dharashiv.

Dr. Suyog Amputrao

College Coordinator  
IQAC-Coordinator

District Level Aavishkar  
Advanced Computer College,  
Dharashiv



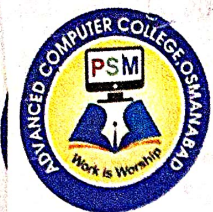
Dr. Sadiq Bagwan  
Principal  
Advanced Computer College,  
Dharashiv

Dr. Anand Deshmukh

University Coordinator,  
Dharashiv District

Principal  
Advanced Computer College,  
Dharashiv





# **Advanced Computer College**

**Infront of Dist. Central Jail, Aurangabad Road, Osmanabad.PH.(02472)299297**

**Email Id:-advancedcollege26@gmail.com**

**Ref.No:-PSMS/ACC/**

## **Travel Allowance (TA) and Dearness Allowance (DA) for Faculty Attending Conferences**

### **Purpose:**

Travel Allowance (TA) and Dearness Allowance (DA) are financial supports provided to faculty members who participate in **national or international conferences, seminars, or symposiums**, particularly for the purpose of presenting **technical or research papers**. This encourages academic contributions and professional development.

### **1. Eligibility Criteria**

- The faculty member must be **presenting a technical paper**, either individually or as part of a team.
- The paper should be **accepted by a recognized national or international conference**.
- **Prior approval from the Head of Department (HOD), Dean, and Principal/Director** is required.
- Conferences should ideally be organized by reputed academic institutions, professional bodies, or recognized technical societies.

### **2. Travel Allowance (TA)**

- Covers **transportation expenses** to and from the conference location.
- For **national conferences**: reimbursement may include **train fare (up to AC tier)** or bus fare.
- For **international conferences**: covers **airfare (economy class)**, subject to budget approval and policy limits.
- Local transport (taxi/auto fare) to/from the venue may also be reimbursed with proper receipts.

### **3. Dearness Allowance (DA)**

- Covers **daily expenses** such as meals, local travel, and minor incidental charges during the trip.
- DA rates are typically **fixed per day** and may vary depending on:
  - The city/country of travel
  - Type of accommodation (hotel/guest house)
  - Institutional policies

*[Signature]*  
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*[Signature]*  
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Prayag Samajonoti Mandal's,

# **Advanced Computer College**

Infront of Dist. Central Jail, Aurangabad Road, Osmanabad.PH.(02472)299297

Email Id:-advancedcollege26@gmail.com

Ref.No:-PSMS/ACC/

## **Maternity Leave for Female Faculty and Non-Teaching Staff**

### **Purpose:**

Maternity Leave is a statutory leave granted to female employees—both teaching and non-teaching—during the period of pregnancy, childbirth, and postnatal care. It is intended to ensure the health and well-being of both the mother and the child, and to support recovery and adjustment to motherhood.

### **Applicability:**

- All confirmed female employees, including both **faculty members** and **non-teaching staff**.
- Temporary or contractual staff may be eligible based on institutional policy or contract terms.

### **Duration:**

- Generally up to **26 weeks (182 days)** for the first two children, as per the **Maternity Benefit (Amendment) Act, 2017** in India.
- For the **third child onwards**, maternity leave is usually limited to **12 weeks**.
- The leave may be availed **up to 8 weeks before the expected date of delivery**, with the remaining post-childbirth.

### **Eligibility:**

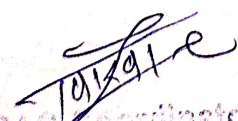
- The employee must have worked for the institution for at least **80 days** in the 12 months preceding the expected delivery date.

### **Conditions:**


- A **medical certificate** from a registered medical practitioner confirming the expected date of delivery is required.
- The leave must be applied for in advance (except in emergency or premature cases).
- During maternity leave, the employee is entitled to **full pay and retention of position**.

### **Additional Provisions (subject to institution policy):**

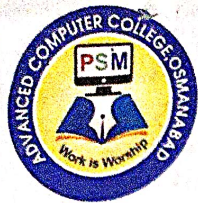
- **Adoption Leave:** Female employees adopting a child below the age of 3 months may be entitled to **12 weeks** of leave from the date of adoption.
- **Miscarriage or Medical Termination:** Leave of **up to 6 weeks** may be granted in such cases.
- **Nursing Breaks:** After returning from maternity leave, nursing mothers may be allowed **two breaks per day** during working hours for nursing the child, up to a certain period (usually 6 months).

  
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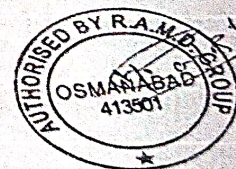
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**Staffs are provided with free internet in the college campus**

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Buyer: Advanced Computer College, Osmanabad		User ID: advanced_ramd		Channel Partner: RAMD Group			
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Invoice No: GAN/25/03/4		Invoice Date: 01-03-2025		Buyers GST No.			
INVOICE SUMMARY							
Sr. No	Description OF Goods / Services	HSN/SAC	Plan Duration	Amount	Discount	GST	Tot
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# **Advanced Computer College**

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## **Employee Referral Award Program**

### **Objective:**

The Employee Referral Award Program is designed to encourage current employees to refer qualified candidates for open positions within the institution or organization. The program aims to tap into the networks of existing staff to attract top talent while rewarding employees for successful referrals.

### **1. Program Overview**

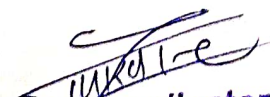
- Employees who refer candidates for **full-time, regular positions** may receive a **referral bonus** if the referred candidate is **successfully hired and completes a defined probationary period** (e.g., 3–6 months).
- The program supports hiring for both **academic and non-academic roles**, depending on the needs of the institution.

### **2. Eligibility Criteria**

- All full-time employees (faculty and non-teaching staff) are eligible to participate, except:
  - HR department staff directly involved in recruitment.
  - Employees involved in the hiring decision for the referred candidate.
- The referred candidate must:
  - Not be a current or former employee.
  - Not have applied to the institution within the past 6–12 months (depending on policy).

### **3. Referral Process**

1. The employee submits the referral through the designated channel (e.g., online portal or HR email).
  2. The referral must include:
    - Resume/CV of the candidate
    - Position being applied for
    - Brief justification or relationship with the candidate
  3. HR reviews and processes the referral alongside other applications.
- Some institutions may offer **non-monetary recognition** (e.g., certificates, public acknowledgment).

  
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# **Advanced Computer College**

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## **Faculty Sponsorship for Seminars, Conferences, and Workshops**

### **Objective:**

The institution encourages the professional development of its faculty members by sponsoring their participation in **seminars, conferences, and workshops** every academic year. This initiative aims to enhance the academic and research capabilities of the faculty, promote networking with peers, and foster innovation and collaboration.

### **1. Sponsorship Details**


- Faculties are sponsored to attend **national and international** academic events related to their field of expertise.
- Sponsorship may include:
  - **Full or partial reimbursement** of the **registration fee**.
  - **Travel Allowance (TA)** and **Dearness Allowance (DA)** as per institutional policies.
  - **Duty leave** for the duration of the event.

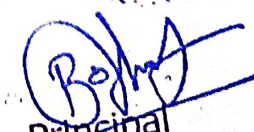
### **2. Conditions for Sponsorship**

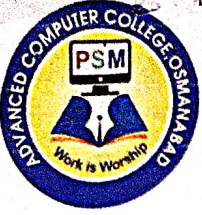
- The event must be:
  - Academically relevant to the faculty's teaching or research area.
  - Organized by a reputed academic institution, recognized professional body, or industry association.
- Prior **approval** must be obtained from the Head of Department (HOD), Dean, and the Principal/Director.
- Faculty must submit:
  - The event brochure or invitation.
  - A formal application outlining the relevance of the event.
  - Estimated costs for approval.
- Preference may be given to:
  - Faculties presenting papers or delivering invited talks.
  - Events of national or international prominence.

### **3. Reimbursement Policy**

- **Registration Fee:**
  - May be reimbursed fully or partially, depending on budget availability and administrative discretion.
- **Travel and Accommodation:**
  - Covered as per norms applicable for TA/DA claims.
- **Supporting Documents Required:**
  - Proof of registration and payment.
  - Participation certificate.
  - Travel tickets and accommodation bills (if applicable).
  - A report summarizing key learnings from the event.

  
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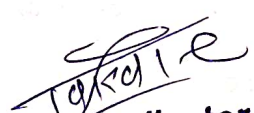
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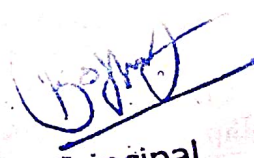
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## **Waiver of fees up to 50% for teachers' children in the Institution**

This is to inform all the teaching and Non-Teaching staff that we provide 50% fee relaxation to children of our staff member in all the institution running under our Trust.

  
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