



**VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE**

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PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI, ACCREDITED BY NAAC

***Policy Document
for
Attendance of
Staff & Students
at Conferences,
Seminars,
Meetings &
Workshops***

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VES/VCC/ACAD/POLY/F10	0	29.09.2019	ACADEMIC

Objectives of the policy:

Vivek College of Commerce seeks to enhance the research and academic activities of staff, inculcate research aptitude among Staff and Students and to keep themselves abreast with the current changes in the syllabus as prescribed and updated by the University from time to time.

Guidelines to be followed:

- The college encourages staff to participate in workshops, seminars, and conferences by sponsoring the participation fees of the staff to attend conferences, seminars, scientific meetings, and workshops.*
- For attending Workshops/Seminars/Conferences, Staff should take prior permission from the Principal before applying to participate/present in concerned workshop/seminar/conference.*
- Concerned staff should produce official fees Receipt/Challan of participation fees within three days and attendance certificate to accounts for further process.*
- The amount will be reimbursed to the concerned staff.*
- A copy of Certificate of participation along with a report should be submitted to IQAC and also to the office within 3 days.*
- Students are also allowed to attend conference, seminar, meeting, or workshop provided that it is directly related to his/her work. (project) Priority is given to those who will present a paper upon the recommendation of his/her supervisor and approval of the coordinator.*

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- *A postgraduate student is permitted to attend conference, seminar, meeting, or workshop upon the recommendation of the supervisor and approval of the coordinator.*

Benefits of implementing the policy:

Staff

- *Encourage innovative study and academic curricula.*
- *Enable staff to exchange knowledge and ideas in international conferences.*
- *Prepare staff to represent in international conferences.*
- *Enrich staff' logical knowledge.*
- *Provide opportunities for staff to gain knowledge and experience in his/her discipline.*
- *Will improve their teaching practice, receive professional enrichment, and build a stronger community of professional practice amongst their fellow staff.*
- *Update their knowledge with latest developments in their fields and helps them in giving recommendations.*
- *Inculcates research culture in the institution.*

Students

- *Conferences bring together people from academia and industry from all different geographical areas who share a common discipline or field, and they are a great way of experiential learning for students.*

- *Students have the opportunity to ask speakers questions about their work and the rationale behind it.*
- *Students enrich themselves and learn at a conference with latest developments.*
- *Seminars and conferences allow students to have a deeper understanding of the topic of their interest.*



CA. Shrikant Marathe
IQAC Coordinator



Dr. Vijetha Shetty
Principal

Date: 29th September 2019

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