



“Techno-social Excellence”
Marathwada Mitra Mandal's
INSTITUTE OF TECHNOLOGY
Lohgaon, Pune-411047

POLICY OF FINANCIAL SUPPORT TO STAFF

Marathwada Mitramandal's Institute of Technology, Lohgaon encourages its staff to continuously update their skills through participation in FDPs, Seminars, Workshops, conferences and through Professional Body Memberships etc.

❖ Availability of Financial Support

The staff who desires to avail the financial support for attending professional development programs or for professional 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 seminars, workshops and conferences.
- Traveling and accommodation expenses, in case of attending outstation seminars, workshops and conferences.
- Professional Body Memberships for individual.
- Professional Body Memberships at Institute level (available to all staff)
- Professional Development Course Enrollment Fees.

❖ Process for availing the Financial Support Facility

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

1. If staff has already paid the registration fees of seminar, workshops, FDPs or membership fees of 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 needed to submit certificate, receipts etc of the relevant program attended, to the account section.
2. In case, the staff makes prior application for receiving the registration fees of seminar, workshops, FDPs or membership fees of 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 enrolment fees (partially or fully as per his/her desire) paid/ to be paid by him/her, for 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.


Dr. R. V. Bhortake
The Principal

