



Hindi Vidya Prachar Samiti's

HINDI VIDYA PRACHAR SAMITI'S COLLEGE OF LAW

(Affiliated to University of Mumbai & Recognised by Bar Council of India)

R. J. Collage Premises, Opp. Ghatkopar Railway Station, Ghatkopar (W), Mumbai- 400 086, Maharashtra, INDIA

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Ref No. _____

Date _____

Policy document for financial support to the teaching/non-teaching staff and students.

HVPS College of Law truly believes in excellence of the institution, its staff and the students. The teachers, non-teachers and students are empowered to develop their academic sphere by motivating them to participate in various Faculty Development Programs, Faculty Induction Programs, Refresher Courses, Conferences, Paper Presentations, Research, etc.

Scope of financial support

- The workshops/conferences/courses, etc. for which the staff/students have to pay membership/participation fees are paid by the college.
- In some cases, travelling expenses of individuals of such programs are also borne by the college.
- Full-time teachers, part-time teachers, office and library staff, and students can avail this facility.

Procedure for application

- The teachers/non-teachers/students who are interested in paid workshops/conferences/courses, etc. are required to notify the same through an application to the Principal of the college. The application must include all the details of the program, the duration and the program fees.
- The Principal reviews the application to ensure that the administration of the college is not affected. After ensuring the same, the Principal then takes the matter to the management for financial approval.
- The Principal then takes the matter to the Director for approval.
- The Director then does a secondary review of the application and then either approves or disapproves the application.
- If the Director approves, the Principal then sends the application to the Accounts section and asks it to sanction the respective amount.
- The Accounts section sanctions the amount to the respective individual/s. All the records are properly maintained by the college.

Dr. (Mrs.) Madhura Kalamkar
I/C Principal
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