

Sri Aurobindo College of Commerce and Management
Vill. Jhande, PO Threake Ferozepur Road
Ludhiana

TRAINING FOR TEACHERS - THRU WEBINAR
Ledger Account

28-Jan-2021 to 16-Aug-2021

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
28-1-2021	Cr HDFC WDL A/C CH NO.004063, FOR HONOURARIUM FEE TO R CHANDRASEKAR TOWARDS E CELL INCUBATION CENTRTE (INNOVATION IN DIGITAL AGE) ON JAN 23,2021	Payment	1	5,000.00	
	Cr HDFC WDL A/C CH NO 004064, FOR HONOURARIUM FEE TO SURESH KUMAR SHARMA TOWARDS E CELL INCUBATION CENTRTE (INNOVATION IN DIGITAL AGE) ON JAN 23,2021	Payment	2	5,000.00	
	Cr HDFC WDL A/C CH NO 004065, FOR HONOURARIUM FEE TO AMAN SHARMA TOWARDS E CELL INCUBATION CENTRTE (INNOVATION IN DIGITAL AGE) ON JAN 23,2021	Payment	3	5,000.00	
	Cr HDFC WDL A/C CH NO 004066, FOR HONOURARIUM FEE TO PREM OJHA TOWARDS E CELL INCUBATION CENTRTE (INNOVATION IN DIGITAL AGE) ON JAN 23,2021	Payment	4	5,000.00	
12-2-2021	Cr HDFC WDL A/C CH NO 004100, ROBIN KAUSHAL TOWARDS REGISTRATION FEE REIMBURSEMENT FOR ONLINE REFRESHER COURSE ON 21 JAN 2021 TO 04 FEB 2021	Payment	4	1,350.00	
5-3-2021	Cr VIKAS SHARMA PAID TO AMARJIT KAUR FOR REGISTRATION FEE FOR ICT ACADEMY FROM 29 JUNE -2020 TO 04 JULY 2020	Journal	9	590.00	
31-3-2021	Cr HDFC WDL A/C CH NO 004206, ANIL KUMAR TOWARDS REGISTRATION FEE REIMBURSEMENT FOR REFRESHER COURSE THROU ONLINE ON 02 MARCH 2021 TO 15 MARCH 2021 IN UNI. OF NORTH BENGAL	Payment	29	1,000.00	
	Cr HDFC WDL A/C CH NO 004209, LEENU ANAND TOWARDS REGISTRATION FEE REIMBURSEMENT FOR FACULTY DEVELOPMENT PROGRAMME THROU ONLINE ON 27 FEB - 28 MARCH 2021 FROM BARODA UNIVERSITY	Payment	32	2,500.00	

Carried Over


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25,440.00

continue

Sri Aurobindo College of Commerce and Management

TRAINING FOR TEACHERS - THRU WEBINAR Ledger Account : 28-Jan-2021 to 16-Aug-2021

Page 2

Date	Particulars	Vch Type	Vch No.	Debit	Credit
	Brought Forward			25,440.00	
	Dr Closing Balance			25,440.00	25,440.00
1-4-2021	Cr Opening Balance			25,440.00	25,440.00
1-5-2021	Cr NAKUL PARAMESWAR HONOURARIUM FEE OF MR NAKUL PARAMESWAR TOWARDS GUEST LECTURE ON JUDO STRATEGY ON 28. 04.21	Journal	2	4,000.00	
19-6-2021	Cr HDFC WDL A/C CH NO 004452, SANAJY GUPTA TOWARDS REGISTRATION FEE REIMBURSEMENT FOR REFRESHER COURSE THROU ONLINE ON 07 - 11 JUNE 2021	Payment	3	1,000.00	
16-7-2021	Cr HDFC WDL A/C CH NO 004263, MEENU GUPTA TOWARDS REGISTRATION FEE REIMBURSEMENT FOR REFRESHER COURSE THROU ONLINE ON 25 JUNE 2021 TO 08 JULY 2021 AT RAMANUJAN COLLEGE, UNIVERSITY OF DELHI	Payment	1	1,450.00	
	Cr HDFC WDL A/C CH NO 004267, JASPREET JAUR TOWARDS REGISTRATION FEE REIMBURSEMENT FOR REFRESHER COURSE THROU ONLINE ON 25 JUNE 2021 TO 08 JULY 2021 AT RAMANUJAN COLLEGE, UNIVERSITY OF DELHI	Payment	3	1,450.00	
16-8-2021	Cr HDFC WDL A/C CH NO 004314, MEENU GUPTA TOWARDS REGISTRATION FEE REIMBURSEMENT FOR REFRESHER COURSE THROU ONLINE ON ACADEMIC ADMINATRATION AUG 03 - 09 , 2021 AT RAMANUJAN COLLEGE, UNIVERSITY OF DELHI	Payment	2	950.00	
				34,290.00	
	Dr Closing Balance				34,290.00
				34,290.00	34,290.00

Vijay K. Singh

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Sri Aurobindo College of Commerce and Management, Ludhiana


Minute Sheet

Faculty Development Policy

1. Faculty Development Policy for Sri Aurobindo College of Commerce and Management is placed opposite for your kind perusal and approval please.



(Dr. R L Behl)
Principal


(Brig. H S Bhandal) 10/02/16
Director - Education


Chairman 11/2/16

Please retain along with other policies of the College.

Mr RK
B/S


15/2/16


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Sri Aurobindo College of Commerce and Management


FACULTY DEVELOPMENT POLICY

Faculty development has as its goal continued renewal and growth of the teachers in all facets of their professional lives. Faculty fulfil a variety of roles: as teachers whose commitment is to provide their students with expert instruction and guidance, as researchers to make scholarly contributions that help in the advancement of existing knowledge within their discipline; and as members of society to contribute studies that serve the local community in improving their functioning.

It is the purpose of the Faculty Development Policy to provide resources, which will help faculty to develop as scholars, to publish, to share insights both within the community and at professional conferences, and to improve their work in the classroom.

Faculty Development Policy Objectives

- (1) To provide opportunities for the faculty to develop teaching and research skills
- (2) To enhance faculty effectiveness and help faculty fulfil academic responsibilities
- (3) To develop application orientation and data analysis skills
- (4) To ensure satisfactory adjustments to changing environments in instruction and within disciplines


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The effects of the policy will be seen, ultimately, in the quality of the instruction students receive and in the quality of scholarly contributions made by the faculty in the form of research papers, project reports and books. The aim of this policy is to enrich the intellectual capital of the college.

To achieve the above mentioned objectives the teachers will be encouraged to participate in eight types of programs which have been grouped under three broad headings:

(A) To help improve teaching skills of the faculty:

- (1) Teachers to undertake the mandatory training programs conducted by Human Resource Development Centres (formerly known as Academic Staff College) of Indian Universities
- (2) Teachers to participate in the in-house Professional Development and Discipline Related Extension Lectures

(B) To serve the local community better

- (3) Faculty to undertake Research Projects of local relevance
- (4) Hosting a National Conference/ Seminar

(C) To provide opportunities for improvement of research skills

- (5) Teachers to participate in the in- house Faculty Development Program on Basic Research Methodology
- (6) Teachers to attend workshops and advanced training programs on Research Methodology, Case Study Writing and short duration Professional Development Programs organized by other institutions


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- (7) Participation in National/ International Conferences/ Seminars/ Symposiums/ Summits and Colloquiums hosted by Universities/ Academic Bodies/ Management Institutions/ Colleges/ Professional Associations and Government Bodies in India
- (8) To undertake Doctoral Researches

The eligibility criteria, number of courses that can be attended in an academic year and details of funds to be disbursed for these programs are mentioned as follows:

(1) Mandatory Training Programs

About the Program: The Human Resource Development Centres of state and central Indian Universities conduct several types of training programs, namely, the General Orientation Course, the Refresher Course, short term courses for Assistant Professors in Grade 3, Summer School, Winter School, programs for research scholars and administrators. These courses primarily sensitise participants to social, political, economic and scientific developments of our time. They also impart training to improve necessary professional skills in teaching, research and administration. Participants get an opportunity to upgrade their knowledge and keep abreast with the latest developments in their discipline. Teachers are made aware of new methods and innovations in higher education leading them to develop their own strategies and methods of instruction. Platforms are created for faculty to exchange their experiences and experiments with peers and to mutually learn from each other. The programs create a culture of learning and self-improvement among the teachers. Attending these training

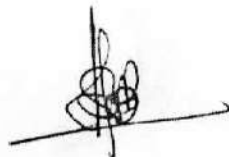

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programs is mandatory for becoming eligible for promotions. All Assistant Professors in Grade 1 are required to attend one General Orientation Course and one Refresher Course with a gap of at least one year between the two programs. The General Orientation Course is of four weeks duration and the Refresher Course is of three weeks duration. Assistant Professors in Grade 2 are required to attend one Refresher Course whereas Assistant Professors in Grade 3 are required to attend one teaching/ research methodology/ faculty development program of at least one week duration.


Eligibility for SACCM teachers: Teachers must ideally attend the General Orientation Course within the first two years of their appointment on permanent basis. The first Refresher Course must be attended after at least a year's gap of having attended the General Orientation Course. Assistant Professors with PhD can be sent for this training in the third or fourth year of the job, whereas others not possessing PhD can be sent by the fifth or sixth year of the job. The Summer or Winter School are equivalent of the Refresher Course and teachers may opt to attend any one of these three programs. Assistant Professors in Grade 2 shall be eligible to attend the second Refresher Course. They can attend this program within five years of entering Grade 2. Assistant Professors in Grade 3 will be required to attend one training program among the categories of methodology workshop, teaching- learning- evaluation workshops, technology programs, soft skills programs and faculty development programs of minimum one week duration within three years of entering Grade 3. The following terms and conditions shall apply for the mandatory programs:


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- a) Participation will be approved on the recommendations of the Principal and Director.
- b) Teachers can attend these courses in any Indian University recognized by UGC.
- c) Duty leave shall be sanctioned for attending these programs. Since UGC has stopped funding teachers from self- financed colleges, reimbursement of application fee, travel and daily allowances can be claimed from the college as per prevailing rules. However, not more than Rs 10,000 (inclusive of all expenses) shall be paid per teacher. Teachers must produce all necessary bills, travel tickets and copy of draft of application fee as proof of amount expended.
- d) A maximum of two teachers will be sent for these programs per semester i.e. not more than four teachers can be sent in an academic year. Only under exceptional circumstances five teachers may be considered for which prior approval of the Chairman will be required.
- e) In case of multiple applicants, priority will be given to those who have lesser time left for becoming eligible for next stage of promotion.
- f) Participants will put up request for duty leave at least one month in advance.
- g) Teachers must preferably apply for these training programs during lean period i.e. from 1st week of May to 30th June and 1st week of December to the commencement of next semester. If due to unavoidable reasons, a teacher must attend these programs during peak period of teaching, they must arrange to get their classes adjusted in a manner that minimal disturbance has to be borne by the students. This clause shall not apply in


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case of General Orientation Course since it is a longer program and must only be attended during lean period.

- h) Teachers shall be sent for these programs on becoming permanent employees. Some teachers who had undertaken these programs while being whole temporary employee may not attend these programs again provided they had cleared the UGC- NET examination before participating in these trainings.
- i) If due to any compelling reasons the teacher has not been able to proceed for professional training, his/ her case may be considered for promotion by the Chairman on the recommendation of Director Education and Principal
- j) All teachers who attend these training programs must report for duty on the next working day in the college and must submit a copy of their relieving orders and certificate in the college office for record purposes.

(2) Professional Development and Discipline Related Extension Lectures

The college shall organize professional development and discipline related extension lectures with the aim of enriching the knowledge of the faculty. The special focus of these lectures will be on familiarizing faculty members with recent developments in their respective disciplines. These extension lectures will be useful for upgrading the teaching and training skills of commerce, management and economics teachers. These shall be structured lectures delivered by eminent academicians from prestigious management institutions, universities or premier colleges of the country. Apart from academicians leading industrialist and practicing managers with rich experience may also be called to deliver lectures. The subjects covered in these lectures may include the following:



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- a) Topical issues in General Management (Introductory and Integrative)
- b) Lectures on topics from functional areas of management (e.g., Accounting and Finance, Human Resources, Marketing, and Operations)
- c) Management discipline-related subjects (e.g., Understanding Organizational Behaviour, State of India's Economy, Developments in Banking, Panel discussions on budget, and Information Technology for Commerce and Management)
- d) Academic skill-related lectures (e.g., Communication for Commerce, Economics and Management Teachers, Introduction to writing content plans, and training on Case Writing)


The Research and Faculty Development Committee of the college shall propose names of experts who can be called for such lectures. They shall also administer necessary arrangements for organising these lectures. They shall schedule lectures in a manner that varied disciplines are covered in an academic year. The visiting professor/ practitioner shall be paid an honorarium and travel expenses (upto first class AC chair car or sleeper whichever is applicable). All faculty members will be encouraged to participate in these lectures.

(3) Research Projects of Local Relevance

Teachers will be encouraged to undertake small, locally relevant research projects to

- Help the local community/ business units in better functioning
- Generate study material for use in classrooms and publications in Research Journals


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The following facilities may be availed by the teachers for undertaking these projects:

- (a) Financial Support for two projects per year up to Rs 25,000 each or the actual expenses incurred whichever is less may be allowed. This grant can be availed to purchase study material or any book, undertake field work, secretarial assistance, stationery, acquisition of software and internet expenditure.
- (b) The material so purchased will be the property of the college after the completion of the research project.
- (c) The payment will be made with the approval of the Director and Principal upon submission of bills.
- (d) The proposed research project will be approved by the Chairman on the recommendations of the Principal and an external expert.
- (e) The teacher will have to submit the synopsis of the proposed research project beforehand and submit the original copy of the research outcome after completion of the research project.
- (f) Teachers of the College, (irrespective of the nature of appointment i.e. ad-hoc or permanent) with a minimum experience of two years with the college will be entitled to avail the Research Grant from the college.

(4) National Conference hosted by the college

The college shall organise a seminar every alternate year in the college campus. The basic objective of the seminar will be to bring together academicians and experts from different parts of the country to exchange knowledge and ideas. The

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seminar will be based on a theme which is relevant for the local industries based in Ludhiana or on a theme which is a topical national issue. The seminar will be organised in manner to provide an in-depth analysis of subject and its connected issues. Participants from academic/ research institutes as well as industrialists and practising managers will get an opportunity to update their knowledge and the outcomes of the discussions can be placed before different government bodies/ industry groups/ professional associations for necessary action.

- (a) The seminar will be collaboratively organised by the college and the Centre for Trade Facilitation and Research in Textiles
- (b) An organizing committee shall be formed for hosting the seminar. The committee shall be responsible for making all arrangements for the seminar, namely, inviting papers, editing papers, registration of participants, hospitality arrangements, travel and accommodation of resource persons as well as participants, preparation of conference proceedings, media management etc.
- (c) A proposed theme for the seminar along with its sub- themes will be approved by the Chairman on the recommendations of the Director- CTFRT, Principal, Organizing Committee and the Research and Faculty Development Committee. The target audience/ participants with expected number, details of technical sessions and expected outcomes of the program shall also be approved by the Chairman.
- (d) Financial assistance upto a maximum of Rs 1.5 lakh may be granted for organizing the national level seminar. The financial grant shall be approved by the Chairman on the recommendations of the Director- CTFRT, Director- Education and Principal. These funds will be used for printing the seminar



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brochure, honorarium and TA/DA of resource persons, hospitality arrangements, venue arrangements etc. Participants from outside the college may also be charged for meeting expenses such as conference kits, publication of conference proceedings, boarding, lodging, etc.

- (e) Every endeavour must be made for timely planning and execution of the seminar. Ideally, the brochure of the seminar must be released at least four months prior to the actual date of the seminar for qualitatively good research contributions to come forth.
- (f) Conference proceedings in the form of a book bearing an ISBN number shall be released within three months of the seminar.
- (g) All college teachers will be encouraged to participate in the seminar. Charges for college faculty will be subsidized to encourage participation in greater numbers.

(5) Faculty Development Program on Basic Research Methodology

The college shall organize an in-house Faculty Development Program on Basic Research Methodology primarily with the aim of developing data analysis and research skills of teachers particularly those who have not had an opportunity to acquaint themselves with recent developments in research methods. This program shall be hosted by the college every alternate year and shall not be organised in the year in which the National Seminar is being held.

These workshops will be designed to offer practical guidelines for research in commerce, management and economics. Participants will be trained on all the stages of research—from identifying a research problem till writing a report. The

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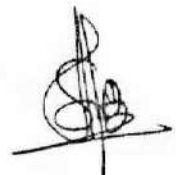


workshops will focus on a variety of quantitative and qualitative research methods with particular emphasis on the implementation of these methods using software packages.

- a) The Research and Faculty Development Committee shall make necessary arrangements to organize these workshops
- b) A proposed outline of the workshop along with a budget shall be approved by Chairman on the recommendations of the Director and Principal
- c) The workshop will be of one week duration and can be held during semester breaks in the month of June or December
- d) Financial assistance up to a maximum of Rs 1,25,000 may be granted for organizing the week long workshop. These funds will be used for honorarium and TA/DA of resource persons, hospitality arrangements, venue arrangements etc.
- e) Since these are basic research methodology workshops, teachers with less than six years work experience and ad-hoc staff will be encouraged to participate in these workshops. Teacher possessing PhD degree or those who already have advance level knowledge of research techniques may attend these workshops but must reserve their queries for a separate session to facilitate seamless learning of beginners.
- f) Limited participations of the faculty from outside colleges may be allowed.
- g) The outcome of the research methodology workshop must reflect in higher number of empirical researches and publications from the faculty.



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(6) Research Methodology, Case Study Writing and short duration Faculty Development Programs organized by other institutions

While the Faculty Development Program organised by SACCIM is essentially meant for beginners and relatively inexperienced researchers, those who seek professional training on advance level research techniques may be sent for workshops hosted by other institutions. Teachers pursuing PhD and in need of clarifications related to data analysis of their dissertation work may also avail this opportunity.

- a) Participation will be approved on the recommendations of the Principal and Director.
- b) Teachers can attend these courses in any Indian University/ College/ Management institute.
- c) Duty leave shall be sanctioned for attending these programs. A maximum of two teachers will be sent for these programs per semester i.e. not more than four teachers can be sent in an academic year. A sponsorship fee of a maximum Rs 10,000 (inclusive of all expenses) shall be paid per teacher by the college. Teachers must produce all necessary bills, travel tickets and copy of draft of application fee as proof of amount spent.
- d) In case of multiple applicants, priority will be given to those who have not gone on training in the previous academic session.
- e) Teachers may avail their earned leaves for attending these training programs.
- f) During peak teaching period, training lasting for more than two days shall be discouraged except when it becomes absolutely necessary.

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- g) Participants will put up request for duty leave at least one week in advance.
- h) All teachers who attend these training programs are required to share their learning with other staff members in the Faculty Seminar within a month.

(7) Participation in National/ International Conferences/ Seminars/ Symposiums/ Summits and Colloquiums hosted by Universities/ Academic Bodies/ Management Institutions/ Colleges/ Professional Associations and Government Bodies in India

Teachers will be encouraged to take part in Seminars/ Conferences etc organised by Universities/ Academic Bodies/ Management Institutions/ Colleges/ Professional Associations and Government Bodies in India. They will be subjected to the following conditions:

- a) Duty Leave, Sponsorship Fees and Re-imbusement of travel expenses (up to III tier sleeper/ AC Chair Car) will be granted by the college only in case of teachers whose research paper has been selected by conferences hosted by any of the IIMs/ IITs or premier business school/ management institution.
- b) For all other conferences and seminars organised by central/ state universities of India/ Colleges/ other Management Institutes (not covered above) duty leave may be granted but all other expenses on travel and registration will be borne by the participating teacher himself/ herself. However, no teacher will ordinarily be permitted to attend more than two conferences/ seminars per academic year.


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- c) Participation will be approved by the Director – Education on the recommendation of the Principal.
- d) In the light of constraining factors of API capping system introduced in June 2013 by UGC, no restrictions are imposed on number of conferences/ seminars that are permissible per teacher under her/his own arrangements, expenses and leave during the lean period. During peak teaching period, seminars/ conferences lasting for more than two days shall be discouraged.
- e) Faculty members shall put up request for leave at least 10 days in advance.
- f) Faculty members shall themselves be responsible for their respective eligibility and its calculation with regard to API Score parameters.
- g) All training/ participation in national seminars/ workshops etc. shall be subject to the exigencies of service and the interest of the institution

(8) Doctoral Research

Teachers of the college are encouraged to undertake their PhD from recognized Universities/ Institutes of India. The conditions for pursuing PhD are mentioned below:


- a) Paid study leave for PhD will be granted on seniority cum merit basis for pursuing the mandatory course work. The duration of the course work varies from University to University, however the minimum duration is six months.


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- b) A teacher should have a minimum teaching experience of three sessions with the college as permanent or temporary teacher.
- c) Paid study leave for a period of six months (mandatory course in the University/ Institution campus) may be granted @ of 75% of the salary last drawn by the teacher.
- d) Before proceeding on study leave, under conditions as laid down at para 8 (b), the teacher must fill up a bond undertaking that she will serve the college for a minimum period of 4 years after completion of the Ph.D. The teacher failing to serve the college for afore said 4 years shall be bound to return / reimburse the amount of salary received during the period of study leave along with the prevailing lending rate of interest.
- e) In case of unpaid study leave for a period of six months, the teacher will sign a bond undertaking to serve the college for a minimum period of one year after the completion of Ph.D. In case the teacher concerned decides to leave the college before completion of one year, he/she will forfeit the salary of one month in addition to meeting the requirement of notice period for resignation as applicable.
- f) The request for study leave will be approved by the Chairman on the recommendations of the Director education and Principal and leave will be granted on seniority basis subject to teacher having qualified the PhD Entrance Test as applicable.
- g) In addition to the above mentioned leave, unpaid study leave for a specified period may be granted by the Chairman on recommendation of Principal and Director Education for dissertation work in exceptional case.


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- h) The teacher must complete the PhD Degree within five years period after completion Ph. D course work.
- i) In the event of a teacher leaving before the mandatory service of four years in case of paid study leave or not having completed the degree within five years, he/ she will have to reimburse the salary claimed during the paid study leave period.


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Tentative Budget for Faculty Development Program (inclusive of all eight types of programs)

Sr. No	Type of FDP	Maximum number of SACCM teachers to be sponsored per year	Tentative Amount (in Rs)	Remarks
1.	Mandatory Trainings- General Orientation, Refresher Course, etc	4	40,000	
2.	Professional Development and Discipline Related Extension Lectures	4	40,000	Tentative. Depends on distance travelled by resource person
3.	Research Projects of Local Relevance	2	50,000	
4.	National Conference Hosted by the College	Open to all	1,50,000	Only one of these to be incurred per year
5.	FDP on Basic Research Methodology	Open to all	1,25,000	


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 82

6.	Research Methodology, Case Study Writing and Short Duration FDPs organized by other institutions	4	40,000	
7.	Participation in Conferences, Seminars etc	Open to all	80,000	Tentative. Depends on number selected
8.	Doctoral Research	1	2,50,000	
	TOTAL		6,75,000	Maximum

Some additional points for reference:

1. The above mentioned table shows a tentative budget for Faculty Development Programs. They are subject to price level adjustments per year. The Research and Faculty Development Committee must put up a budget for approval every year before the start of the financial year.
2. Principal will ensure that no more than 10% faculty is on duty leave (connected with faculty development) on any working day during the peak period of the year.
3. In case two or more faculty members have worked on any project or paper jointly, sponsorship fee (wherever applicable) along with other benefits shall be granted to only one teacher. Faculty members in such cases must share the grants. In case of joint participation in conference/ seminar, only one person shall be permitted leave.



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4. A teacher can be allowed to undertake only one of the FDPs covered in point number (1) and (6) with college sponsorship in a single academic year.
5. The college office should maintain a record of all projects, publications, training programs attended by each teacher in their personal files. The teacher must submit the required documents immediately after rejoining the College in his/ her own interest.
6. Attending the mandatory training programs and contributions in research will be a necessary condition for promotion of teachers. A teacher may offer their cases for assessment for scale up- gradation, if they fulfill the minimum Academic Performance Indicators (API) scores indicated in the table below, by submitting an application and the required Performa.

**Minimum Point Norms in the Academic Performance Indicators (APIs)
required
for scale up- gradation**

	Requirements	Assistant Professor Stage 1 to Stage 2	Assistant Professor Stage 2 to Stage 3	Assistant Professor Stage 3 to Associate Professor
I	Teaching- Learning and Evaluation Related Activities	100/180	100/180	100/180

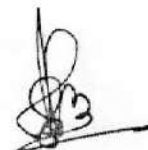

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 80

	(Category- I of Performance Appraisal)			
II	Co-curricular, Extension and Profession Related Activities (Category- II of Performance Appraisal)	20/70	20/70	20/70
III	Minimum total average annual score under Categories I and II	150/250	150/250	150/250
IV	Research and Academic Contributions (Category III)	20/ assessment period (4 years for PhD teachers 6 years for others)	50/ assessment period (5 years)	45/ assessment period (3 years)
V	Training, Self Improvement, and other requirements	One General Orientation and One Refresher	One Course/ programme from among the categories of	(1) One Course/ programme from among




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769

		Course of minimum 2 to 3 weeks duration	refresher course, methodology workshops, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes of 2 to 3 weeks duration	the categories of refresher course, methodology workshops, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes of minimum one week duration. (2) At least three publications.
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
VI	Percentage Distribution of Weightage Points in the Expert Assessment (Total	No separate points. Screening committee to verify API	No separate points. Screening committee to verify API	50% - Assessment of domain knowledge and teaching


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weightage = 100. Minimum required for promotion is 50)	scores	scores	practices.
			20% - Contribution to Research
			20% - Interview Performance

Ajmer

PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

[Signature]

To

The Principal
S.A.C.C.M.
Ludhiana

Sub: Request for Attending workshop at Tula's Institute
from 5th April to 7th April 2019

Respected Sir,

With due respect, I Vijay Chhabra want to attend
the workshop on "Role of Mobile & Computers in Technical
education" conducted by Tula's Institute, Dehradun from 5th
April 2019 to 7th April 2019. It is important for our class
room teaching and also helps in my growth. It is free
of cost.

I request you to, please give me permission to attend
the same.

I shall be thankful to you.

Yours truly

Vijay Chhabra
Asst. Prof. Computer
Chhabra

RKD
check & verify as per PDP
RB
30/3/19

Mr. Vijay Chhabra is eligible for attending workshop as
the head (C) of PDP "Research Methodology, Case study writing &
short duration faculty development program organized by other institutions".
Since the workshop is free of cost, Mr. Vijay Chhabra be
reimbursed of travelling allowance as per entitlement also with

AB
PRINCIPAL
SRI AUROBINDO COLLEGE
COMMERCE & MANAGEMENT
LUDHIANA

Put up for Approval please.
RB
(Mr. RL Bell) 01/04/19

Tejinder Kaur
after arrival.
Tejinder Kaur
(As Sushil Kumar)

To

Date-16-11-2020

The Principal

Sri Aurobindo College of Commerce and Management

Ludhiana

Dear Sir

Subject- Permission for attending Refresher Course

With due respect, its stated that as per the UGC guidelines I am required to attend the Refresher Course before May 2018. Kindly allow me with duty leave to attend the same from 30-11-2020 to 12-12-2020 in Guru Jambheshwar University, Hisar in Business studies as per the schedule provided by the HRDC of universities.

Thanking You.

Warm Regards

Dr Meenu Goyal

Assistant Professor

Sri Aurobindo College of Commerce and Management

Vill Jhande, PO Threke

Ludhiana - 142021

Suplr
A
16/11/20

A
PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

**Sri Aurobindo College of Commerce & Management
Village Jhande, Ferozepur Road, Ludhiana**

TA/DA BILL

32

Name: Dr. Robin Kaushal Employee Code: _____
 Designation: Asst. Professor Department: Commerce
 Activity: ICT Registration Charges

I am submitting the claim/bill together with all the receipts/bills duly signed and self-attested by me as I incurred the expenses of Rs. 590/- (Rupees five hundred ninety only) in connection with my _____ It is requested that the eligible reimbursement may please be made to me as per my authorisation.

Robin Kaushal

Signature of the Claimant

Date	Particulars	Signature of Claimant	Receipt by
01/08/20	Claim/Bill Submitted by the Claimant	<i>Robin Kaushal</i>	
	Claim/Bill returned with objections to the claimant		<i>01/08/20</i>
	Claim/Bill resubmitted after correcting the objections		
	Claim/Bill settled on		

Bill Passed for Rs. 590/- (Rs Five hundred ninety only)

JK
Checked by

AD
Verified by

P Gupta
Bursar

Approved/Not Approved

Approved
B

Principal

Sri Aurobindo College of Commerce & Management
 CHECKED & APPROVED...
 SANJAY GUPTA.....
 MARINAL GUPTA.....
 PRINCIPAL.....

AD Director-Education
 PRINCIPAL
 SRI AUROBINDO COLLEGE OF
 COMMERCE & MANAGEMENT
 LUDHIANA

Sri Aurobindo College of Commerce & Management
Village Jhande, Ferozepur Road, Ludhiana

TA/DA BILL

Name: MEENU GUPTA Employee Code: 1020
Designation: Assistant Professor Department: Commerce
Activity: Faculty development Program

I am submitting the claim/bill together with all the receipts/bill duly signed and self-attested by me as I incurred the expenses of Rs. 750/- (Rupees Seven hundred & fifty only) in connection with my Fdp attended online (25-5-20 to 5-06-20) that the eligible reimbursement may please be made to me as per my authorisation.

Meenu Gupta
Signature of the Claimant

Date	Particulars	Signature of Claimant	Receipt by
	Claim/Bill Submitted by the Claimant	<u>Meenu Gupta</u>	
	Claim/Bill returned with objections to the claimant		
	Claim/Bill resubmitted after correcting the objections		
	Claim/Bill settled on		

Bill Passed for Rs. 750/- (Rs. Seven hundred fifty only)

pu
Checked by

[Signature]
Verified by

[Signature]
Bursar

Approved/Not Approved

Allowed

Ajsham
Principal

PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

Director-Education

003440
22/06/20

M Gmail Sri Aurobindo College of Commerce and Management <saccm2004@gmail.com>

Fwd: reimbursement request letter

1 message

✓ 33

Principal Saccm <principalsaccm@gmail.com>

Tue, May 26, 2020 at 11:36 AM

To: Sri Aurobindo College of Commerce and Management <saccm2004@gmail.com>

----- Forwarded message -----

From: **Dr Sushil Kumar** <directorsaccm@gmail.com>

Date: Tue, 26 May 2020, 11:31

Subject: Re: reimbursement request letter

To: Principal Saccm <principalsaccm@gmail.com>

Approved as recommended.

Sd/-
Director Education

On Tue, May 26, 2020, 11:00 AM Principal Saccm <principalsaccm@gmail.com> wrote:

Respected Sir

Forwarded for your approval and necessary action.

Regards

Ajay Sharma

----- Forwarded message -----

From: **Meenu Gupta** <gupta.meenu08@gmail.com>

Date: Wed, 20 May 2020 at 23:38

Subject: reimbursement request letter

To: Principal Saccm <principalsaccm@gmail.com>

A →
PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

Sir

As discussed herewith I am sending you the reimbursement request letter along with the required proofs. Participation certificate is yet to be issued by the organizers.

Regards

Meenu Gupta ✓

Asst. Professor
Sri Aurobindo College of Commerce and Management
Vill Jhande, PO Threeke
Ludhiana - 142021
9878544224

Supt.

Az

950
+ 950

1900



Sri Aurobindo College of Commerce and Management <saccm2004@gmail.com>

29

Fwd: Reimbursement of registration fees

1 message

Principal Saccm <principalsaccm@gmail.com>

Tue, May 26, 2020 at 11:37 AM

To: Sri Aurobindo College of Commerce and Management <saccm2004@gmail.com>

----- Forwarded message -----

From: **Dr Sushil Kumar** <directorsaccm@gmail.com>

Date: Tue, 26 May 2020, 11:33

Subject: Re: Reimbursement of registration fees

To: Principal Saccm <principalsaccm@gmail.com>

Approved as recommended.

Sd/-
Director Education

On Tue, May 26, 2020, 10:58 AM Principal Saccm <principalsaccm@gmail.com> wrote:

Respected Sir,

Forwarded for your approval and necessary action.

Regards

Ajay Sharma

----- Forwarded message -----

From: **Marinal Gupta** <mrinal176@gmail.com>

Date: Mon, 25 May 2020 at 15:20

Subject: Reimbursement of registration fees

To: Marinal Gupta <mrinal176@gmail.com>, Principal Saccm <principalsaccm@gmail.com>

Dear Sir

Greetings for the day!!!

This is in reference to one week training workshop organized by Guru Nanak Girls College, Yamunanagar on 'Revised Assessment and Accreditation Framework of NAAC for Colleges'. As per your instruction, I registered myself and attended the same from May 13-19, 2020. Hereby, I request your goodself to reimburse the registration fees of INR 950/- the proof of which has been annexed herewith.

Regards

--
Marinal Gupta ✓
Assistant Professor in Commerce
Sri Aurobindo College of Commerce and Management
Village Jhande, Ludhiana
Contact No: 097792-00133

Supt
AJ

AJ
PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

Virus-free. www.avast.com

28th January, 2020

The Principal
Sri Aurobindo College of Commerce and Management
Ludhiana

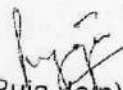
Sub: Participation in International Conference at IIM, Ahmedabad

Respected Madam

This is in reference to my application dated 17th January, 2020, I request you to reconsider my application regarding my participation in 5th IIMA International Conference on Advances in Healthcare Management Services at IIM, Ahmedabad (14th February, 2020 – 16th February, 2020). For timely participation in the conference, I need to reach the station on 13th February, 2020, which is possible if I board train on 12th February, 2020. There is no direct train running from Ludhiana to Ahmedabad on the said date. Alternative to this is to travel by air to and fro since similar is the case while return. Moreover, by this way I shall save two teaching days.

I hope you will consider the case favourably.

Yours Sincerely


(Puja Jain)
Assistant Professor

Recommended for consideration. *A

Granted as per the college FDP policy.

Maehinal Gupta
29/01/2020

with CMD Sir
Discussed. As a one time case.
NTPA. Not to be made a precedent.
revised: 5

Please see availability of train from Chandigarh to Ahmedabad & from Ahmedabad to Chandigarh.

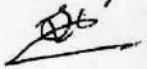
*A. Thanks. Seen.

On file Please Dushil Kumar

RKD

PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

* In view of the information given by Ms Puja Jain that there is no train (direct) from her place of departure she has been permitted by the competent authority



Sri Aurobindo College of Commerce & Management
Village Jhande, Ferozepur Road, Ludhiana

TA/DA BILL

Name: Ms. Monica Sethi Employee Code: 1003
 Designation: Assistant Professor Department: Commerce & Management
 Activity: ICT Academy Certificate Course on Digital Teaching Techniques

I am submitting the claim/bill together with all the receipts/bill duly signed and self-attested by me as I incurred the expenses of Rs. 590 (Rupees Five Hundred & Ninety only) in connection with my Certificate Course on Digital Teaching Techniques. It is requested that the eligible reimbursement may please be made to me as per my authorisation.

Monica Sethi
 Signature of the Claimant

Date	Particulars	Signature of Claimant	Receipt by
<u>22.10.20</u>	Claim/Bill Submitted by the Claimant	<u>Monica Sethi</u>	
	Claim/Bill returned with objections to the claimant		
	Claim/Bill resubmitted after correcting the objections		
	Claim/Bill settled on		

Bill Passed for Rs. Rs. 590/- (Rs. Five hundred ninety only)

Checked by

[Signature]
 Principal

Verified by
 Approved/Not Approved

[Signature]
 Bursar

~~Director-Education~~

Sri Aurobindo College of Commerce & Management
Village Jhande, Ferozepur Road, Ludhiana

TA/DA BILL

Name: Melvin Goyal Employee Code: _____
 Designation: Asst. Prof. Department: Commerce
 Activity: ICT Registration Charges

I am submitting the claim/bill together with all the receipts/bills duly signed and self-attested by me as I incurred the expenses of Rs. 590/- (Rupees Five Hundred Ninety only) in connection with my _____ . It is requested that the eligible reimbursement may please be made to me as per my authorisation.

Melvin Goyal
 Signature of the Claimant

Date	Particulars	Signature of Claimant	Receipt by
23/01/20	Claim/Bill Submitted by the Claimant	<u>Melvin Goyal</u>	<u>[Signature]</u>
	Claim/Bill returned with objections to the claimant		
	Claim/Bill resubmitted after correcting the objections		
	Claim/Bill settled on		

Bill Passed for Rs. 590/- (Rs. Five hundred ninety only)

[Signature]
 Checked by

[Signature]
 Verified by

[Signature]
 Bursar

Approved/Not Approved

Principal

Director-Education

Sri Aurobindo College of Commerce & Management
CHECKED & APPROVED
 SANJAY GUPTA.....[Signature].....
 MARINAL GUPTA.....[Signature].....
 PRINCIPAL.....[Signature].....

Dt: 16th Dec, 2019

The Principal

Sri Aurobindo College of Commerce and Management

Ludhiana

Sub: Request for permission to attend workshop along with financial reimbursement for the same under Faculty Development Programme

Respected Ma'am,

I, Swati Gupta, Assistant Professor in your college since July 2018, wants to attend a workshop which is going to be conducted at IITM, New Delhi from 20th and 21st December, 2019 and the topic for the same is Management Development Program on Applied Econometrics using time series and e-views. The fee for the above said workshop is Rs. 500/- and the expenditure for the travelling and stay will amount to Rs. 4500/- (Approx.). I will submit TA/DA claim after returning from the workshop.

Kindly grant me On Duty leave from 19th to 21st December, 2019 and reimburse the above said expenditure. The brochure containing details about the above said workshop is attached herewith.

Yours Sincerely,

Gupta
16/12/19

Swati Gupta
Assistant Professor
Sri Aurobindo College of Commerce and Management

As per the FDP Policy of SACCM under the head (C) Research methodology, case study writing and ... - organised by the institution the teacher can be provided duty leave along with a sponsorship fee of Rs. 10000/- (maximum) subject to submission of all necessary bills, travel tickets and copy of draft application. This provision is open to all permanent and adhoc teachers since Ms Swati Gupta is eligible for reimbursement as per request and subject to submission of bills.

A
PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

Put up for your approval please.
Subject to submission of bills
Maximal Gupta
(As Maximal Gupta)

Plakus
App.
A copy of this application
may please be forwarded
for record purpose
Sushil Kumar
(As Sushil Kumar)
Director & In-charge

The Principal

Sri Aurobindo college of commerce and Management, Ldh.

Subject:- Grant of NOC for attending workshop and funding for workshop

Respected Mam,

This is to state that I have registered for workshop of research in Ramanyjan college (University of Delhi) under Ministry of Human Resource Development

This is 7 days workshop from 23/12/2019 to 29/12/2019. On 13/12/19, the college have confirmed my registration and demands NOC for working candidates.

Kindly grant me NOC to attend this workshop and also grant funding for the same. I will be highly obliged.

Ans

PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

Yours sincerely,

Anchal

Anchal

As per the FDP Policy of SAECMS under the head (Reimbursement Policy) FDP organized by other institution, a teacher can be provided duty leave along with sponsorship of Rs. 10000/- maximum subject to submission of all necessary bills. The provision is open to all permanent and adhoc teachers. Ms. Anchal Arora is also eligible for attending workshop and reimbursement of expenses as per the policy subject to submission of bills etc.

Patent

Approved.

A copy of this application as approved by the Principal forwarded to SAECMS for their approval.

Sushil Kumar
(Dr. Sushil Kumar)

Put up for your approval Please
Subject to submission of bills.

Maximal Gupta
16/12/19
(Mr Maximal Gupta)

To

The Principal
S.A.C.C.M.
Ludhiana

(Handwritten mark)

Sub: Request for Attending workshop at Tula's Institute
from 5th April to 7th April 2019

Respected Sir,

With due respect, I Vijay Chhabra want to attend the Workshop on "Role of Mobile & Computers in Technical education" conducted by Tula's Institute, Dehradun from 5th April 2019 to 7th April 2019. It is important for our class room teaching and also helps in my growth. It is free of Cost.

I request you to, please give me permission to attend the same.

I shall be thankful to you.

Yours truly

Vijay Chhabra
Asst Prof. Computer
(Signature)

PRINCIPAL
SRI AUROBINDO COLLEGE
COMMERCE & MANAGEMENT
LUDHIANA

RKD
check & verify on per
(Signature)
30/3/19

Mr. Vijay Chhabra is eligible for attending workshop and the head (C) of FOP "Research Methodology, Case study writing and short duration faculty Development Program organized by other institutions". Since the workshop is free of Cost, Mr. Vijay Chhabra be allowed reimbursement of travelling allowance as per entitlement along with duty fee.

Put up for Approval please.

(Signature)
30/3/19

Tagore presentation of leaving after arrival.

(Signature)
(Mr. Sushil Kumar)

To

The Principal,
Sri Aurobindo College of Commerce and Management,
Ludhiana.

Subject: Request for allowing and sanctioning the duty leave and reimbursement of expenses (Registration fee Rs 5,050/- plus travelling expenses) for attending workshop on 'Data Analysis Techniques Using Smart PLS' (10th to 16th Dec 2018).

Respected Sir,


With due respect, it is submitted that Lovely Professional University is organizing one week workshop on 'Data Analysis Techniques Using Smart PLS' from 10th to 16th Dec 2018. I wish to attend the same as this workshop will be of much help to me in my research work.

I would be highly obliged if you would please allow me to attend the same and sanction the reimbursement of expenses (as per College Faculty Development Policy) for attending this workshop.

I shall be highly grateful to you.

Thanking You

Yours sincerely,


Pooja Mehta
Assistant Professor in Commerce.

Dated: 03rd Dec 2018.

Handwritten note:
R.D.D
check & verify the eligibility
to attend workshop as per
FDP of the college & report
A → R.B. 03/12/18

PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

Note As per the Faculty Development Policy of SACCM Point 6 (c) "Duty leave shall be sanctioned for attending these Programs. A maximum of two teachers will be sent for these programs per semester i.e. not more than four teachers can be sent in an academic year. A sponsorship fee of a maximum Rs 10000 (inclusive of all expenses shall be paid per teacher by the College ..." and also as per "Some additional points of reference: (4). A teacher can be allowed to undertake only one of the FDPs covered in point No(1) and (6) with college sponsorship in a single Academic year. Since Ms Pooja Mehta had attended workshop at Jyotipee University, Solan from 11 June to 17 June 2018, which pertains to the Academic year 2017-18

Sri Aurobindo College Commerce & Management
Village Jhande, Ferozepur Road, Ludhiana

T/A/DA Bill

Name POOJA MEHTA Employee Code 1108

Designation/Category Assistant Professor Category Code _____

Department Commerce Department Code (Six thousand three hundred eighty five)

Activity _____ Activity Code (7585)

I have incurred an expense of Rs. 7585 (Rupees SEVEN THOUSAND FIVE HUNDRED EIGHTY FIVE only)

On local Conveyance exclusively for company's as per details overleaf. Please reimburse the same in cash/ by adjustment my imprest account.

Claimed By
[Signature]

Recommended By
[Signature]

Approved By
[Signature]

(POOJA MEHTA)

FOR ACCOUNTS OFFICE ONLY

Cash /Bank/Journal Voucher No. _____ Date _____

Account Head	Account Code	Debit/Credit	Account (Rs)
_____	_____	_____	_____

Prepared By _____ Checked By _____ Approved By _____

Received Rs. _____ (Rupees _____)

Payees's Signature _____

[Signature]
PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

To
The Principal,
Sri Aurobindo College of Commerce and Management,
Ludhiana.

Subject: Request for allowing and sanctioning the duty leave (if required) and reimbursement of expenses (Registration fee Rs 6,000/-) for attending workshop on 'Research Methods and Techniques for Quality Publications' (03th to 09th Jan 2019).

Respected Sir,

With due respect, it is submitted that Khalsa College of Women, Civil Lines, Ludhiana is organizing one week workshop on 'Research Methods and Techniques for Quality Publications' from 03th to 09th Jan 2019. I wish to attend the same as this workshop will be of much help to me in my research work.

I would be highly obliged if you would please allow me to attend the same and sanction the reimbursement of expenses (as per College Faculty Development Policy) for attending this workshop.

I shall be highly grateful to you.

Thanking You

Yours sincerely
Mahesh Kumar

Mahesh Kumar
Assistant Professor

Dated: 28th Nov 2018.

PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

Recd
check & verify the eligibility to attend workshop on per FDP and report
R B
28/11/18

Note. As per the 'Faculty Development Policy of SACM Point 6 (c) "Duty Leave shall be sanctioned for attending these programs. A maximum of two teachers will be sent for these programs per semester i.e. not more than four teachers can be sent in an academic year. A sponsorship fee of a maximum Rs. 14000 (inclusive of all expenses) shall be paid per teacher by the college. Teachers must produce all necessary bills, travel tickets and copy of draft application fee as proof of amount spent." Mr Mahesh Kumar, who has applied for 7 days National workshop to be held from 3-9 January 2019, at KCW, Ludhiana, is eligible for duty leave with a sponsorship fee of a maximum of Rs. 10000 (inclusive all expenses)

Subject to submission of all necessary documents/bills/receipts.
Recommendation removed on per *R B* *06/12/18*
Approved Report be sanctioned for the benefit of all. *01/12/18*
Umesh Kumar

NS&N@&NN&@ || ☉ ☽ | M ☽ ☉
M ☉ E ☽ ☉ V ; ☉ ^ | ☽ ; ☽ ; ☽ - 6 ☽ | ☉ M 6 ☽ ☽ | L 6, U² IS,, @ IS M L, V² @ V ? N
F Z E » V ; ^ | ; ; 6, yè³ M 6, yè³ L 6, U² IS,, @ IS M L, V² @ V ? M i + + ? 9 / 19 i + + 99 // i i 10 _ ^] ^] Y ☉ # " . * 5 4 6 3 2 4

Sri Aurobindo College of Commerce and Management, Ludhiana

Application for Sanction for Move on Temporary Duty

Part - I

1. Name of the employee ATUL SHIVA
2. Designation Assistant Professor
3. Purpose for Temporary Duty Refresher Course in IT - Commerce
4. Place of Temporary Duty HRDC, PUP
5. Proposed Schedule 10-30 May 2017
 - (a) Departure from Ludhiana
 - (i) Date 10/4/2017
 - (ii) Time 6.30 am
 - (b) Arrival at Ludhiana
 - (i) Date 30/4/2017
 - (ii) Time 8 pm
6. Mode of Travel - By Bus/ Train/ College Car/ Own Car/ Scooter Rembursement of TA/DA as per Policy
7. Nature of Accommodation at place of Temporary Duty HRDC, Hostel
(if duty demands over night stay)

Place: LDH
Date: 26/4/2017

Atul Shiva
(Signature of Applicant)

Part II

Recommendations of Head of the Institution

Place: LDH
Date: 26/4/17

Recommended / Not Recommended
Duty Leave with Rembursement of TA/DA as per Policy
R B
(Signature of Principal)

Part III

Sanctioned / Not Sanctioned

Place:
Date:

A
PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

[Signature]
(Director Education)
16/6

UGC-HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)
PUNJABI UNIVERSITY, PATIALA
(Established Under Punjab Act No. 35 of 1961)

Dr. Balwinder Singh Tiwana
Professor, Department of Economics
&
Director,
Human Resource Development Centre



Phone/Fax : 0175-3046508
E-mail : hrdcgup@gmail.com
Website : www.hrdcgup.ac.in

PEED POST

No. 607/HRDC-PUP
Date: 24-04-2017

Head/Principal
COMMERCE
SRI AUROBINDO COLLEGE OF COMMERCE AND MANAGEMENT
LUDHIANA
VILLAGE JHANDE, FEROZEPUR ROAD
LUDHIANA

Dear Sir/Madam,

It pleases me to inform you that the following Lecturer/lecturer's of your institution has/have been provisionally selected for attending the Emerging Issues in Information Technology being organized by the Human Resource Development Centre, Punjabi University, Patiala from 10-05-2017 to 30-05-2017.

Mr ATUL SHIVA Assistant Prof. COMMERCE SRI AUROBINDO COLLEGE OF COMMERCE AND MANAGEMENT LUDHIANA VILLAGE JHANDE, FEROZEPUR ROAD

The Lecturers must report positively by 09:30 AM on 10-05-2017 in the office of the HRDC, failing which they may not be allowed to join the course.

IMPORTANT:

At the time of their joining, they are required to submit the following certificates from the competent authority:

1. Our College/Institute/Organisation is affiliated to _____ University since _____ and recognized under Section 2(f) & included under Section 12(B) of UGC Act 1956 vide letter No. _____ dated _____ received from University Grants Commission, New Delhi.
2. Relieving letter-cum-duty leave orders and identity card.
3. Certificate stating that the teacher concerned has not attended any Orientation /Refresher Course/Summer/Winter School during the last one year. OR he/she has attended an Orientation/Refresher Course and/or Summer/Winter School during the last one year from _____ to _____ (mention dates), however, his/her next promotion/granting of next Grade Pay is already stands due on _____ (mention dates).

With warm regards,

Yours sincerely,

Balwinder Singh Tiwana

Director

Copy forwarded for information & necessary action to:

Mr ATUL SHIVA
COMMERCE
SRI AUROBINDO COLLEGE OF COMMERCE AND MANAGEMENT
LUDHIANA
VILLAGE JHANDE, FEROZEPUR ROAD LUDHIANA

PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

Kindly send your consent to attend the course in written/fax at your earliest but not later than 27-04-2017. If not sent earlier, a draft of Rs. 1000/- (non-refundable registration fee in the name of Director, HRDC, Punjabi University, Patiala, payable at Patiala), may also be sent otherwise the seat will be allotted to the candidate in the waiting list and your selection may be cancelled. In case confirmation of at least _____ date, the course might be cancelled.

Date: 29.08.2017

The Principal
Sri Aurobindo College of Commerce and Management
Ludhiana

Subject: Participation in International Conference at UBS, Chandigarh.

Respected Sir,

UBS Chandigarh is organising an International Conference on 27-28 September 2017 on Digital Revolution in Business. It is for this purpose, I have contributed one research paper for participation from my PhD work area of Social Media in order to partially meet one of the requirements of annual seminars from time to time. The cost of participation fee and travel charges are mentioned as below:

Participation Fee: Rs 3000/-

Travel Charges (To and Fro): Rs 200/-

Please sanction my application and approve the proposed expenditure of Rs 3200/- to participate in Conference at Management Institution as per the FDP policy of the College on 27-28 September 2017.

Thanks and Regards

Atul Shiva
29/08/17
(Atul Shiva)

Assistant Professor in Commerce

A1
PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

1) As per the FDP Policy Clause (7) (B), Duty leave, sponsorship fee and Re-imbursement of travel exp (upto B tier sleeper/AC chaircar) will be granted by the college only in case of teachers whose research paper has been selected by Conference hosted by any of the IIMs/ IITs or premier business school/management Institution.

2) Mrs Atul Shiva has contributed one paper and the acceptance for the same has been attached with this application.

3) As per the FDP Policy he is eligible for duty leave, sponsorship fee and Re-imbursement of travel exp as per his application.

4) Put up for your approval please.

For Approval

Atul

Atul

Sri Aurobindo College of Commerce and Management, Ludhiana

Application for Sanction for Move on Temporary Duty

Part - I


1. Name of the employee JINESH JAIN
2. Designation Asst. Professor
3. Purpose for Temporary Duty Attending Research Methodology work
4. Place of Temporary Duty LPU Jalandhar
5. Proposed Schedule 1/6/2017 to 7/6/2017
 - (a) Departure from Ludhiana (i) Date 1/6/2017
(ii) Time 7:30 am
 - (b) Arrival at Ludhiana (i) Date 7/6/2017
(ii) Time 7:00 pm

6. Mode of Travel - By Bus/ Train/ College Car/ Own Car/ Scooter ✓

7. Nature of Accommodation at place of Temporary Duty _____
(if duty demands over night stay)

Place: Ldw

Date: 31/5/2017


(Signature of Applicant)


Part II

Recommendations of Head of the Institution

Recommended / Not Recommended

Place: LDN

Date: 31/05/17


(Signature of Principal)

Part III

Sanctioned / Not Sanctioned

Place: Ldw

Date: 31/05/17


(Director Education)


PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

7/E

Sri Aurobindo College of Commerce and Management, Ludhiana

Application for Sanction for Move on Temporary Duty

Part - I

1. Name of the employee Puja Jain
2. Designation Assistant Professor
3. Purpose for Temporary Duty Attending Workshop on Research Methodology
4. Place of Temporary Duty LPU Jalandhar
5. Proposed Schedule 01.6.17 - 7.6.17
 - (a) Departure from Ludhiana (i) Date 01.06.17
(ii) Time 7.30 a.m.
 - (b) Arrival at Ludhiana (i) Date 07.06.17
(ii) Time 7.00 p.m.
6. Mode of Travel - By Bus / Train / College Car / Own Car / Scooter Bus
7. Nature of Accommodation at place of Temporary Duty _____
(if duty demands over night stay) _____

Place: Ludhiana
Date: 31.05.17

Puja Jain
(Signature of Applicant)

Part II

Place: LDN
Date: 31/05/17

Recommendations of Head of the Institution

Recommended / Not Recommended

R B
(Signature of Principal)

Part III

Place: LDN
Date: 31/05/17

Sanctioned / Not Sanctioned

A
PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

SB
(Director Education)

SRI AUROBINDO COLLEGE OF COMMERCE & MANAGEMENT

4-Mar-17

The Principal

Sri Aurobindo College of Commerce & Management

Ludhiana.

Sir,

Case study writing workshop is being organized from 17th to 19th Mar'17 at National Institute of Technology (NIT), Hamirpur, Himachal. It will be conducted by 3 resource persons from institutes of high repute, two from NITs, and one from IIT. Case study writing is now vital part of our performance appraisal, and it also adds significant value to our classroom teaching when used appropriately. We feel that attending such workshop can really help us in improving our performance in writing and teaching cases.

Details of the persons attending, and approximate expense will be as given hereunder:

Registration fee per person including meal and accommodation Rs 3000.

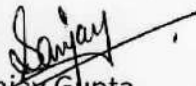
Travelling meal, and fareRs 2000 approx

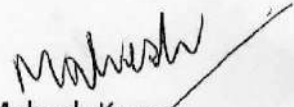
Expense for one person approximatelyRs 5000 approx

Attendee:


1. Mr Sanjay Gupta
2. Mr Mahesh Kumar


Total expense estimated for two persons would be Rs 10,000.



Sanjay Gupta


Mahesh Kumar

Put up for you approval please.


(Dr. RL Behl)
Principal


(Brig H S Bhandal)
Director-Education


PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA


Sri Aurobindo College of Commerce and Management

Date: 13.12.2016

Minute Sheet

Subject: Approval for Participation of and presentation of research workshop in IMR Doctoral Conference by our college teachers: Mr Jai Parkash and Ms Meenu Goyal

1. Mr Jai Parkash and Ms Meenu Goyal, Assistant Professors of our college have requested for financial support along with duty leave from 10- 13 January 2017 to participate in IMR Doctoral Conference to be hosted by Indian Institute of Management, Bangalore. Their applications are placed opposite at flag A&B.
2. Estimated cost to the college for the above participation shall be Rs. 37200/- (Rs. 18600 to each teacher).
3. As per the Faculty Development Policy of the College para (7) "Participation in National/ International Conferences / Seminars/ Symposiums/ Summits and Colloquiums hosted by Universities / Academic Bodies/ Management Institutions/ Colleges/ Professional Associations and Government Bodies in India" sub para (a) "Duty leave, Sponsorship Fees and Re-imburement of travel expenses (upto III tier Sleeper/ AC Chair Car) will be granted by the College only in case of teachers whose research paper has been selected by conferences hosted by any of the IIMs/ IITs or premier business School/ Management Institutions. Hence both the teachers are eligible for Duty leave and sponsorship from college.
4. Total budget available in the above head is Rs. 80000/-
5. Put up for perusal and recommendation of the Principal and further approval of Director Education please.


(Rakesh Kumar)
Office Supdt


Recommended/ Not Recommended by

Recommended for reimbursement of Actual Expenditure incurred on the production of documents / Tickets etc. as per FOT of the College

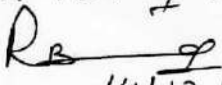
(Dr R L Behl)


Principal

Approved / Not Approved by


(Brig H S Bhandal)

Director (Edn)


14/12/16


PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

9

Date: 29.

The Director - Education
SACCM
Ludhiana

Subject: Permission to attend FDP September 28th to 2nd October 2016

Respected Sir,

In connection with my Doctoral Research work on Retail Individual Investor Behaviour, my research model involves application of research tool i.e. Structural Equation Modelling. I have submitted my synopsis after which designing of questionnaire stage is going on which involves effective learning of the said statistical tool.

It is for this purpose; kindly allow me to attend Faculty Development Programme / workshop on Research Methodology and Data Analysis during September 28th to 2nd October 2016 at FMS-DIT University -Dehradun. The programme will include Hypothesis Testing, Various Test, Correlation, and Regression using SPSS tools and specifically focused on EFA-CFA-Structural Equation Modeling and Moderation/Mediation. The registration Fee is Rs 5000/- per person with food and Accommodation. The seats are limited to 30 only. During these dates, college examination for MST will be involved with no teaching activity, thus there will not be any loss of teaching days.

Kindly approve my application at the earliest so that I can book my seat.

Thanks & Regards

Atul Shiva
(Atul Shiva)

Assistant Professor in Commerce

Put up for your approval please

check as per policy

SSB

O/S.

Re of

05/9/16

SSB

(Brig. H S Bhandal)
Director - Education

Principal

As per faculty development policy budget provision of Rs 4000/- has been made for research methodology, case study writing and short duration faculty development programs. Till date only teacher Dr. Pabindra Kaur had been sent for the FDP. A maximum of Rs 10000/- per teacher along with study leave is allowed under this category.

Ref: 10/16

(6)

PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

6
1

Dated: 13.06.2016

The Principal
Sri Aurobindo College of Commerce and Management
Ludhiana

Subject: "Attending Workshop on Tools and Techniques for Data Analysis in Management Research"

Respected Sir

One week Workshop on Tools and Techniques for Data Analysis in Management Research is organized by Department of Humanities and Social Sciences, Jaypee University of Information Technology, Wahnaghat, Solan from June 20-25, 2016. The workshop is designed to impart theoretical knowledge and also hands on training in appropriate software to perform the tests.

I request you to kindly give approval for my participation in this research workshop with required financial and duty leave support. Course Fees and other expenses detail for this programme is given as follows:

Sr No	Description	Amount (Rs.)
1	Course Fees (include Course Material, Meals, Boarding and Lodging expenses)	6500.00
2	Travelling expenses (From Moga-Solan-Moga by Bus)	1200.00
3	Local travelling and other misc expenses	500.00

Kindly give approval for the course.

Warm Regards

Robin Kaushal

Dr Robin Kaushal
Assistant Professor
Ludhiana

Recommended for participation as per Faculty Development Policy with financial support (actual expenditure incurred) and duty leave from June 20 - June 25, 2016.

Resop
13/06/16

Approved as recommended.

A
PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

O/S
Expenditure to be incurred from
Research Methodology, Case Study writing and
Statistical Analysis. DNP is organized by office staff.
13/6/16

To
The Principal
Sri Aurobindo College of Commerce and Management
Ludhiana

Dated: 29th April, 2015

Subject: Seeking permission for attending Worksop on Research Methodology

Respected Sir

I, Pooja Mehta working as Assistant Professor at Sri Aurobindo College of Commerce and Mangement, Ludhiana. wish to attend one week workshop on Tools and Techniques for Data Analysis in Management Research from June 8 to 13, 2015 being organised by Department of Humanities and Social Sciences Jaypee University of Information Technology, Solan. Kindly permit me to attend the same and reimburse the T.A./ D.A. and other expenses of workshop as per the Faculty Development Policy.

Thanking You

Yours Sincerely

P. Mehta

Pooja Mehta

Assistant Professor in commerce

Sri Aurobindo College of Commerce and Management

Principal
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

Rs 5700/-
Ch. No 164564
25/05/15

Forwarded to Col. P.S Choudhry, she may be allowed to attend one week workshop with prior duty leave. for financial assistance, matter be discussed with CMD Sir.

R. P. Singh
29/4/15

Matter discussed with CMD Sir at Corporate Office on 02/05/15 and Chairman Sir approved the participation.

I suggest we may send the registration fee by cheque from the college itself instead of telling the candidate to do from their side. As the registration is to be re-imbursed, in addition in fee

To

The Principal

Sri Aurobindo College of Commerce and Management

Ludhiana

Dated: 29th April, 2015

Subject: Seeking permission for attending Worksoop on Research Methodology

Respected Sir

I, Sarita Arora working as Assistant Professor at Sri Aurobindo College of Commerce and Mangement, Ludhiana, wish to attend one week workshop on Tools and Techniques for Data Analysis in Management Research from June 8 to 13, 2015 being organised by Department of Humanities and Social Sciences Jaypee University of Information Technology, Solan. Kindly permit me to attend the same and reimburse the T.A./ D.A. and other expenses of workshop as per the Faculty Development Policy.

Thanking You

A
PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

Yours Sincerely

Sarita
Sarita Arora

Assistant Professor in commerce

Sri Aurobindo College of Commerce and Management

Forwarded to Col PS Chowdhry, she may be allowed to attend one week workshop with paid duty leave for financial assistance, matter be discussed with CMD Sir.

R.B. Arora
29/4/15

Matter discussed with CMD Sir at Corporate office on 02/05/15 and Chairman Sir approved the participation.

R.B. Arora
02/05/15

Rs 5700/-
Ch. No 164565
25/04/15

To

The Principal

Sri Aurobindo College of Commerce and Management

Ludhiana

Dated: 25th April, 2015

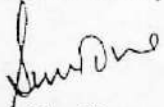
Subject: Seeking permission for attending Worksop on Research Methodology

Respected Sir

I, Suvidha Kamra working as Assistant Professor at Sri Aurobindo College of Commerce and Mangement, Ludhiana, wish to attend one week workshop on Tools and Techniques for Data Analysis in Management Research from June 8 to 13, 2015 being organised by Department of Humanities and Social Sciences Jaypee University of Information Technology, Solan. Kindly permit me to attend the same and reimburse the T.A./ D.A. and other expenses of workshop as per the Faculty Development Policy.

Thanking You

Yours Sincerely




Suvidha Kamra

Assistant Professor in commerce

Sri Aurobindo College of Commerce and Management

Forwarded to Col. P S Chowdhry, she may
allwed to attend one week workshop with 12am
duty leave. For financial assistance, matter be
discussed with CMD Sir, RB of
29/4/15

Discussed with CMD Sir at Corporate office on 02/5/15
Chairman Sir approved the participation RB of
02/05/15


PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

Rs 5705/-
Ch. No. 164566
25/5/15

The Principal
Sri Aurobindo College of Commerce and Management
Ludhiana

Subject: Regarding attending short term course on "Case study Teaching and Writing"

Respected Sir

A short term course on Case Study Teaching and Writing is organised by Continuing Education Programme (CEP), Department of Management Studies, I.I.T. Delhi from April 14-17, 2016. The course will consist of lectures by eminent Professors and Academicians from IIM Ahmedabad and IIT Delhi. This course will cover sessions on How to write Case Studies and also various methods of case teaching and how to use case notes in the class.

We are presently working on the case study writing project assigned by the Chairman Sir. This case study is on entrepreneurial and leadership qualities of selected successful entrepreneurs from the city of Ludhiana. This short term course will be useful for our project of writing case studies.

We request you to kindly give approval for our participation in this Short Term Course on Case Study Teaching and Writing with required financial and duty leave support. Course Fees and other expenses detail for this programme is given as follows:

Sr No	Description	Amount (Rs.)
1	Course Fees (include Course material, Tea and Lunch) Rs.12000 per participant* 2 faculty members	24000.00
2	Boarding and lodging expenses for 4 Days (include stay, breakfast, dinner, local transportation) Rs.6000 per participant* 2 faculty members	12000.00
3	Travelling expenses (From Ludhiana-New Delhi-Ludhiana by Train) Rs.1500 per participant* 2 faculty members	3000.00

Kindly give approval so that we can send our registration forms and complete various requirements for the course.

Warm Regards

Jai Parkash
Meenu Goyal
Faculty Members
SACCM
Ludhiana

Jai Parkash
Meenu

A
PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

= Max Limit ₹10000/- per Head
= To be reimbursed on production of bills
= Bills are allowed as a special case
since working on Corporate project

Reimbursed
the case
RB ef.

[Signature]

Kinship,

Aurobindo College of Commerce & Management,

Jhanda, Ludhiana

(5)

Subject: Duty leave for 5th & 6th Feb, 2016.

Respected Sir,

This is to inform you that National Conference is going to be held at 'COER School of Management', Roorkee organised by 'Indian Society for training and development'. In the conference 'Best thesis award' will be conferred for research in management. Summary for the same was sent by me which has been shortlisted for final presentation during conference. [Total 10 candidates will be making presentation during the conference] Kindly approve my duty leave for 5-6 Feb, 2016. as well as travelling allowance for the conference.

Recommended for duty leave for
5th & 6th Feb. 2016 & reimbursement
of TA as per rules. R.B. 29/01/16

Yours faithfully,
(Dr. Manpreet Kaur)

PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

Okay
Please check rules about TA authorization
or Rules of COER

Attached: Conference brochure, copy of mail from college 29/1
Eligible for A/c in trip only ~~only~~
21/1/16
COER School of Management

Date

The Principal,
Sri Aurobindo College of Commerce & Management
Village Jhande,
Ludhiana

Subject: Approval for accommodation

Respected Sir,

This is to inform you that I am going to be awarded with Samrat Shri Viree Memorial Young Researcher Award in an Annual Conference of ICA to be held on 6th - 7th Nov, 2015 at Vinod Chavre University, Hazaribag. I will board train for Delhi on 4-11-15 and board flight for Ranchi on same day which will arrive at 7:30

~~due to non-availability of local institutional personnel I don't recommend travelling after 7 PM from Ranchi to Hazaribag. I will have to stay at Ranchi for 4th Nov (night). Same is the case with return journey flight is for 8th Nov (morning 7 AM). So I will have to stay at Ranchi on 7th Nov. Kindly reimburse my accommodation expenses (approx Rs 6000/-) at Ranchi for 2 nights [4th & 7th Nov. 2015]~~

Yours faithfully,

Mr. Amit Kumar

PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

Sri Aurobindo College of Commerce and Management, Ludhiana

Application for Sanction for Move on Temporary Duty

Part - I

1. Name of the employee Dr Manpreet Kaur
2. Designation Asst Prof
3. Purpose for Temporary Duty Receiving Young Researcher Award
4. Place of Temporary Duty Vinodha Bhave University, Haryana
5. Proposed Schedule
 - (a) Departure from Ludhiana (i) Date 4-11-15
(ii) Time 8:30 AM
 - (b) Arrival at Ludhiana (i) Date 8-11-15
(ii) Time 7:15 PM
6. Mode of Travel - By Bus/Train/College Car/Own Car/ Scooter/By air
7. Nature of Accommodation at place of Temporary Duty Ranshi (4th Nov + 7th Nov)
(if duty demands over night stay) _____

Place: Ludhiana

Date: 3-11-15

Manpreet Kaur
(Signature of Applicant)

Part II

Recommendations of Head of the Institution

Place: _____
Date: 3/11/15
Recommended / Not Recommended
Travel by AC Two Tier allowed
Rand
(Signature of Principal)

Part III

Sanctioned / Not Sanctioned

Place: _____
Date: _____
Accommodation one night
deduction
Appd
Director Education

A
PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

03/11

04 June 2015

The Principal
Sri Aurobindo College of Commerce and Management,
Ludhiana

Subject: Permission to attend the International Conference at New Delhi.

Sir,

With due respect, I wish to state that 3E Innovative Foundation is organising its Fourth International Conference on 'Managing Uncertainties of Business: A Strato-Techno Approach' on 13th - 14th June, 2015 at Delhi State Industrial & Infrastructure Development Corporation Ltd. (DSIIDC). I have given many suggestive measures for corporate sector to navigate easily through the economic downturn in my Ph.D thesis entitled 'Determinants of Financial Performance and Corporate Practices during the Recent Global Recession: A Study of Selected Companies in India' that go with the theme of the conference. My paper entitled 'Analyzing Firms' Financial Performance during Global Recession: An Empirical Investigation' has also been given acceptance for presentation and publication by the concerned conference authorities. Therefore, I request you to kindly permit me to attend the same and sponsor the conference fee and reimburse travelling expenses.

Thanking You.

Yours Faithfully,

Priyanka
Priyanka Mahajan
Assistant Professor

Sri Aurobindo College of Commerce and Management, Ludhiana.

Enclosed: 1. Conference Brochure
2. Accreditation of Paper (E-Mail)

Re
After discussion with Col
Chandhry, registration fee ₹ 1500
be made and TA/DA reimbursement
after the conference
RB
04/06/15

A
PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

Sri Aurobindo College of Commerce and Management, Ludhiana

Application for Sanction for Move on Temporary Duty

Part - I

- 1. Name of the employee MONICA SETHI
- 2. Designation Assistant Professor
- 3. Purpose for Temporary Duty Attending Winter School
- 4. Place of Temporary Duty Punjab University, Patiala
- 5. Proposed Schedule 30.11.2016 - 21.12.2016
 - (a) Departure from Ludhiana (i) Date 30.11.2016
(ii) Time 8.00 am
 - (b) Arrival at Ludhiana (i) Date 21.12.2016
(ii) Time _____

6. Mode of Travel - By Bus/ Train/ College Car/ Own Car/ Scooter

7. Nature of Accommodation at place of Temporary Duty Hostel (Boarding and lodging)
(if duty demands over night stay) _____

Place: Ludhiana
Date: 29.11.2016

Monica Sethi
(Signature of Applicant)

Part II

Recommendations of Head of the Institution

Place: Ludhiana
Date: 29/11/16

Reimbursement of expenses Recommended / Not Recommended
per FDP of ITC College
P B
(Signature of Principal)

Part III

Sanctioned / Not Sanctioned

Place: Ldh
Date: 29/11/16

[Signature]
(Director Education)

A
PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

To

The Principal

Sri Aurobindo College of Commerce and Management

Ludhiana

Dated: 29th April, 2015

Subject: Seeking permission for attending Workshop on Research Methodology

Respected Sir

I, Pooja Mehta working as Assistant Professor at Sri Aurobindo College of Commerce and Management, Ludhiana. wish to attend one week workshop on Tools and Techniques for Data Analysis in Management Research from June 8 to 13, 2015 being organised by Department of Humanities and Social Sciences Jaypee University of Information Technology, Solan. Kindly permit me to attend the same and reimburse the T.A./ D.A. and other expenses of workshop as per the Faculty Development Policy.

Thanking You

Yours Sincerely

Pooja Mehta

Assistant Professor in commerce

Sri Aurobindo College of Commerce and Management

Ausha
PRINCIPAL
SRI AUROBINDO COLLEGE OF
COMMERCE & MANAGEMENT
LUDHIANA

Rs 5700/-
Ch. No 164564
28/05/15

Forwarded to Col. P.S Choudhry, she may be allowed to attend one week workshop with provision of leave. for financial assistance, matter be discussed with CMD Sir, RA 21/4/15

Matter discussed with CMD Sir at Corporate office on 02/05/15 and Chairman Sir approved the participation. RA 02/05/15

I suggest we may send the registration fee by cheque from the college itself instead of telling the candidate to send a cheque. In future also