

HON. SHRI. BABANRAO PACHPUTE VICHARDHARA TRUST

PARIKRAMA GROUP OF INSTITUTIONS

A/P - Kashti, Tal – Shrigonda, Dist – Ahilyanagar, Pin- 414701

www.parikrama.edu.in

Policy on Maharashtra State Faculty Development Academy Training and Knowledge Dissemination for Teaching Staff

All teaching staff members are required to complete a minimum of **two training programs** conducted by the Maharashtra State Faculty Development Academy in each academic year. This policy is introduced to promote continuous professional development, improve teaching competencies, and enhance academic quality within the institution.

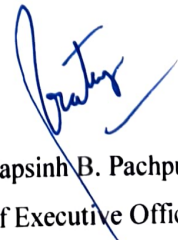
Upon successful completion of each training program, the concerned faculty member shall deliver a **one-hour presentation** to other teaching staff members. The presentation shall include the key concepts, learnings, innovations, and practical applications gained from the training program, as a part of institutional **knowledge dissemination and capacity building**. Reimbursement of registration fees and other eligible expenses shall be processed only after the faculty member has completed the mandatory presentation. Travel allowance (TA) shall be limited to **bus fare from the college to the Maharashtra State Faculty Development Academy venue by shortest route**. Local transport charges shall be reimbursed only for **reaching the MSFDA centre on the first day and reaching the bus stand on the last day**. Travelling by bus and permitted local transport shall be reimbursed **only once for onward and return journey** to and from the college.

During the training period, the attending faculty member must capture and submit a **minimum of three geo-tagged photographs per day** as proof of participation and attendance. If any training program is attended on declared holidays, the concerned faculty member shall be eligible for **compensatory off (C-off)** as per institutional norms.

If a faculty member fails to deliver the mandatory presentation after completion of the training, **reimbursement of expenses shall not be granted**, and the leave period for attending the training shall be treated as **leave without pay (LWP)**.

It is necessary to take prior permission of Principal & Addl CEO.

Compliance with this policy is mandatory for all teaching staff members and may be considered during annual performance appraisal and academic review.



Adv. Pratapsinh B. Pachpute
Chief Executive Officer