



Dr. Santosh Kaul Kak
Principal

Marwadi Sammelan
B. M. RUIA GIRLS' COLLEGE

NAAC ACCREDITED B+ (3rd Cycle)

11, Krishna Kunj, Vachha Gandhi Road, Gamdevi, Mumbai - 400 007.

Tel. : 2380 8130 • Fax : 2380 8137

E-mail : principal1958@gmail.com / bmruiacollege@yahoo.com

023.bmrgirlscollege@gmail.com

Website : www.bmrgirlscollege

Ref. No. :

Date :

**POLICY ON FINANCIAL SUPPORT FOR PROFESSIONAL
DEVELOPMENT AND RESEARCH**

OBJECTIVE:

To promote the professional and academic development of teaching and non-teaching staff by providing financial assistance for participation in FDPs, conferences, seminars, workshops, research grants, and support for publications, including College ISBN books.

SCOPE:

This policy applies to all teaching and non-teaching staff (permanent and contractual) of B.M. Ruia Girls' College.

ELIGIBILITY:

1. Participation in recognized FDPs, conferences, seminars, or workshops relevant to the individual's role and professional growth.
2. Application for research grants to undertake Major, Minor research projects.
3. Financial support for publishing research articles, papers, or books, including contributions to College ISBN books.

TYPES OF FINANCIAL SUPPORT:

1. For FDPs, Conferences, Seminars, and Workshops:

- Registration fees: Full or partial reimbursement.
- Conveyance Expenses: Local travel reimbursement based on actuals or fixed limits.
- Out-Station Stay: Accommodation reimbursement for out-station events with prior approval, up to ₹1,000 per day.

2. Research Grant:



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- A financial grant of up to ₹10,000 per applicant to support Major, Minor research projects.
- Subject to approval from competent authority on submission of a detailed research proposal and expected outcomes.

3. Publication Support:

- College ISBN Book: Financial assistance for contributors to College ISBN books, including partial funding for editing, printing, or publishing costs.

APPLICATION PROCESS:

1. Before Participation or Research Activity:

Submit an application to the Principal at least two weeks in advance with the following:

- Event/research details (brochure, invitation, or proposal).
- Estimated expenses (registration, travel, accommodation, or research costs).

2. After the Event or Activity Completion:

Submit the following within two weeks of completion:

- Original receipts for all payments (registration, travel, accommodation, publication charges).
- A report or summary of the event/research project outcomes.
- For research grants, submit a detailed final report of the research findings.

CONDITIONS:

1. All reimbursements and grants are subject to prior approval.
2. Research grants will only be disbursed upon approval of the research proposal by the Research Committee and competent authority.
3. Staff members must ensure participation or research activities do not disrupt their regular responsibilities.



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MONITORING AND REVIEW:

1. The Research Committee will review applications and ensure proper fund utilization.
2. The impact of the financial support on students and institutional growth will be periodically assessed.

CONTACT: For queries or application submission, contact:

Research Committee

B. M. Ruia Girls' College

SK/NQ/SKK



PRINCIPAL

B. M. Ruia Girls' College
Grant Rd., MUMBAI-7.