

OFFICE OF THE REGISTRAR

SU/Reg./Notification/2023/053

November 18, 2023

Notification

Revised Guidelines for Submission, Approval, and Reimbursement of Professional Societies Membership Fee

As part of its commitment to fostering a culture of continuous learning and professional growth, the University hereby revises the 'Guidelines for submission, approval, and reimbursement of Professional Societies Membership Fee' by partially modifying the Notification(Reference: SU/Reg./Notification/2020/160 dated December 28, 2020) with regards to extending financial assistance to its teachers for covering membership fees of professional societies or bodies, with a maximum limit of Rs. Ten Thousand (10,000/-) per financial year for a regular teacher. This amount can be availed towards membership of multiple professional bodies/ societies per financial year.

Outlined below is the procedure for the submission and approval of reimbursement for professional membership fees:

Procedure for Submission and Reimbursement Approval of Professional Membership Fee:

- Regular full time teacher will submit details of membership fees along with the membership proof (Confirmation mail/ Membership card/Payment receipt) to the Dean of their respective School for approval.
- After the approval, the teacher will upload the membership details (membership proof/ payment receipt as a single PDF file) on E-zone under metric 6.3.2 and get it verified at IQAC office.
- The teacher will then raise a HRSS ticket on PeopleSoft to claim the reimbursement along with all the details/ proof as attachment.

Note:

1. A teacher should claim a minimum reimbursement of INR 5,000 in a financial year.
2. Teachers are advised to thoroughly read and comprehend all the conditions stipulated by the professional bodies before submitting their membership fee. Any misrepresentation in the proposal will be the responsibility of the teacher.

This bears the approval of the Competent Authority.


(Vivek Kumar Gupta)
Registrar

Copy for kind information:

- Chancellor / Pro Chancellor / CEO
- Vice-Chancellor
- Pro Vice-Chancellor
- Advisor
- All Deans
- Controller of Examinations/ Finance Officer/ Chief Proctor
- All Directors
- All Administrative Heads of the respective Department and School
- Notification file