

Comprehensive Faculty Development Program (FDP) on Administrative and Financial Regulations

Date: June 10th - 15th, 2024
Time: 11:00 AM Daily
Venue: Computer Science Lab
Program

The Faculty Development Program is designed to provide faculty members with in-depth knowledge of administrative and financial regulations. Its aim is to enhance understanding and efficiency in handling essential regulatory aspects within academic institutions.

Topics of Discussion

June 10th, 2024: Right to Information (RTI)

- Understanding RTI Act and its importance in academia
- Procedures for filing and responding to RTI applications
- Ensuring transparency and accountability through RTI

June 11th, 2024: Conduct Rules

- Overview of conduct rules for academic staff
- Ethical guidelines and professional conduct
- Handling misconduct and disciplinary procedures

June 12th, 2024: Pension Rules

- Comprehensive guide to pension schemes and benefits
- Procedures for pension application and processing
- Updates on recent changes in pension rules

June 13th, 2024: Leave Rules

- Detailed explanation of various leave types and entitlements
- Procedures for applying and approving leaves
- Managing leave records and compliance

June 14th, 2024: Travel Rules

- Understanding travelling allowances and reimbursement procedures
- Guidelines for official travel and documentation
- Best practices for efficient travel management

June 15th, 2024: Income Tax and ITR Filing

- Basics of income tax regulations for academic professionals
- Step-by-step guide to filing Income Tax Returns (ITR)
- Updates on recent tax laws and implications for faculty

Key Takeaways

- Comprehensive understanding of RTI, conduct, pension, leave, and travel rules
- Enhanced skills in managing income tax and filing ITR
- Knowledge of best practices in academic administration and financial management
- Improved compliance with regulatory requirements