

# Proposal for Financial Assistance for Faculty Development Programme.

To,  
Hon'ble Chairperson,  
Excelsior Education Society

The HRD and Ministry of Higher Education have been encouraging research and innovations in the Educational Organisations. The EES and K. B. College have always encouraged the research areas for faculty and students.

We, hereby propose and humbly request you to kindly approve the financial assistance in this regard so that the research areas will get a boost. The points for your consideration are as mentioned below -

1. Registration fees for each faculty for presenting a paper in any National and International conference or seminar.
2. Travelling allowance to attend the same within the city limits of Mumbai, Thane and New Mumbai area.
3. The proposal for the above mentioned event should have prior approval from the Head of the Institution.
4. The documents attached for the approval should be the formal brochure of the conference, copy of the paper presented; certificate of participation, Fee receipt. The conference or the seminar should be other than the home institution.
5. The payment for the two conferences should be in Indian currency only and a maximum of Rs. 3000 in total.

I request you to kindly approve the same and oblige.

Thanking you,



  
**Principal**  
K. B. College of Arts & Comm  
Kopri, Thane (E.)