



Oriental Education Society's

## **ORIENTAL COLLEGE OF EDUCATION**

(Affiliated to University of Mumbai and NCTEcode no. 123024)

Sector No.2, Plot No.3,4,5, Near Sanpada Railway Station , Sanpada (W),  
Navi Mumbai - 400705. E-mail: [enquiry@oce.edu.in](mailto:enquiry@oce.edu.in) ,Website [www.oce.edu.in](http://www.oce.edu.in) Tel.No. 27752213.

### **3.1.3**

#### **Institutional Policy Document**



ORIENTAL EDUCATION SOCIETY'S

# ORIENTAL COLLEGE OF EDUCATION

Affiliated to University of Mumbai & Approved by National Council For Teacher Education (NCTE Code No. 123024)

Sector-2, Plot No. 3,4,5, Adjacent to Sanpada Railway Station, Sanpada (W), Navi Mumbai- 400705.

Tel: 022- 27758715 / 022- 27752213 . Fax: 022- 27750351. Email: inquiry@oce.edu.in. Website: www.oce.edu.in

## INSTITUTION POLICY DOCUMENT

This document outlines the institution policy of Oriental college of Education on the various facilities and support provided to the teachers.

- Participation in conferences and seminars is encouraged for both teaching and non-teaching staff.
- Employees will receive reimbursement for their travel expenses to attend different workshops, training sessions, and seminars.
- Employees will receive a registration fee to attend conferences and seminars.
- There is provision for leaves for teachers for attending professional meetings.
- Both teaching and non-teaching staff will receive stationary-related facilities.
- The college will provide all the necessary resources to teacher to carry out any activities pertaining to their disciplines.
- Administrative support will be provided to both teaching and non-teaching staff for their professional growth.



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Navi Mumbai 400705 E-mail [clerk@oce.edu.in](mailto:clerk@oce.edu.in) , Website-[www.oce.edu.in](http://www.oce.edu.in) Tel.No.27752213

**Request for attending seminar/conference/ FDP and Reimbursement**

To,

The President/Managing Director

Oriental College of Education

Navi Mumbai, Sanpada

Respected Madam/Sir,

I herewith submit an application for reimbursement towards attending a seminar / workshop.

Details are given below. Kindly provide financial assistance against Registration fees .

Thanking you.

Yours sincerely,

-----1Name of  
faculty

2.Name of the seminar/workshop/FDP attended

3.Date of seminar/workshop

4.Amount paid.

5. Title of paper presented

**For college office use**

kindly submit the receipt of payment and a copy of the certificate of participation for our records.

Recommended by

Forwarded By

Approved by

  
**Dr. Sangeeta Nath**

Principal

Oriental College of Education