



PAYYANUR COLLEGE, PAYYANUR

(AFFILIATED TO KANNUR UNIVERSITY, ACCREDITED BY NAAC AT 'B+' GRADE)

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From

The Principal

10.12.2018

POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFF

Teachers in higher education play an important role in shaping the future of students. They impart knowledge, cultivate critical thinking, and inspire intellectual growth. Constant updation of domain knowledge and skills is inevitable as far as any teacher is concerned. Hence, participation in professional development courses, workshops, seminars, symposia and similar programmes is encouraged by the college and this document outlines the policies and procedures in place to empower our teachers by providing financial assistance to attend such programmes.

SCOPE OF THE POLICY

This policy outlines the parameters of financial support provided for teaching staff to attend training programmes like Conferences/Workshops/Refresher Courses/Orientation Courses/Faculty Development Programmes etc. and towards membership fee of professional bodies.

OBJECTIVES OF THE POLICY

- To provide financial assistance to teachers for attending seminars, symposia, conference, workshops, FDP programmes etc.
- To provide financial assistance to teachers for membership in professional bodies.

ELIGIBILITY

Faculty members eligible for financial assistance under this policy should be the full-time teachers of the college with a minimum of one year of continuous service. The financial assistance shall be extended for the following:

- To attend seminars/workshops/FDPs/conferences in relevant areas as approved by IQAC
- To take membership in professional bodies of concerned/allied disciplines



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PRESIDENT
PAYYANUR EDUCATIONAL SOCIETY
PAYYANUR-670 307

FORMS OF FINANCIAL SUPPORT

The financial support to the teachers shall be towards:


- Registration fees for seminars/workshops/FDPs/conferences
- Travelling and accommodation allowances for outstation seminars/workshops/FDPs/conferences at the following rates.
Travelling allowance @ Rs.2/- per km
Daily allowance @ Rs.500/- per day for accommodation
- Membership fee of professional bodies


PROCEDURE FOR APPLICATION AND APPROVAL

Teachers who wish to avail financial assistance under the scheme are to submit a request to the Principal in the prescribed format along with supporting documents such as invitation, brochure, participation certificate, registration fee receipts, and membership fee receipts.

- A committee consisting of the following members shall scrutinize the application and supporting documents and shall take appropriate decision:
 1. Principal (Chairman)
 2. IQAC Co-ordinator (Convenor)
 3. Office Superintendent (Member)
 4. IQAC Criterion 6 Sub-Committee Convenor (Member)
- The committee shall consider all applications in one lot annually and the admitted assistance shall be released to the beneficiaries in two weeks' time.




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