

*POLICY REGARDING FINANCIAL SUPPORT
FOR CONFERENCE / WORKSHOP / SEMINAR/
SYMPOSIA/ MEMBERSHIP/RESEARCH*



*AL - AMEEN COLLEGE,
EDATHALA, ALUVA*

PREAMBLE:

Attending a workshop/ conferences to learn the latest skills in specific areas leads to becoming a better teacher. That, in turn, can help teachers guide others in areas where they have developed expertise. Even the most seasoned educators can always find some new way of approaching a topic or sharing an idea with students. Attending seminars/ conference/ workshop attendance will surely augments professional and personal development of teachers. As part of enhancing the quality and teaching skills of faculty in the institution, the management has decided to offer financial assistance to teachers who are attending seminars/ conferences and workshops and also to acquire membership in professional bodies in the respective fields.

OBJECTIVES

The basic objectives of providing financial assistance to teachers are as follows

To instil research propensity and skills among teaching staff of the institution.

To enhance professional competence and maximise their potential skills.

To gain expert knowledge in the respective fields and also to update with the latest innovations.

To provide a platform for teachers so as to develop networking with other professionals and academicians.

To renew motivation and self confidence

ELIGIBILITY

The Financial assistance will be available for all full time teaching faculty working in the institution for the particular academic year.

NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

The full time teachers working in the institution will be provided financial assistance for attending seminars, workshops, conferences etc.

The full time teachers working in the institution will also get financial incentives for presenting papers and publishing research articles in various conferences, workshops, seminars etc.

Financial assistance is also provided to teachers for obtaining professional membership in the relevant field.

PROCEDURE OF APPLYING FOR THE SCHEME

The teachers who are intending to avail the financial assistance seminar, workshop, conferences or to obtain membership of professional bodies shall submit a request letter to the Principal along with the proposal form from IQAC. The request should be submitted within one week after attending seminar, workshop, conference etc or after obtaining professional membership to IQAC.

PROCEDURE FOR APPROVAL

The teachers intending to attend the seminars, workshops, conferences etc will submit the request to the Principal. The request letter and related documents to justify the attendance of seminar, workshop, conference, and obtaining membership in professional bodies will be verified by the office and if satisfied the request will be approved. After the request is approved, it is communicated to the accountant and the grant is released to the concerned teacher with the permission of the Principal.

The financial assistance may be in the form of Travelling allowance to attend seminars, workshops, conferences etc or it may be provided to the teachers for payment of registration fees, publication fees etc. Financial assistance is also provided to acquire membership in professional bodies also. As part of promoting research culture, a lump sum amount of Rs.5000 is provided to all teaching staff who has awarded PhD during the year along with an incremental increase in salary.