

POLICY ON ELIGIBILITY FOR FINANCIAL SUPPORT TO FACULTY MEMBERS ATTENDING WORKSHOPS/ SEMINARS/CONFERENCES AND FOR TAKING MEMBERSHIPS IN PROFESSIONAL BODIES



MARIAN COLLEGE
KUTTIKANAM
(AUTONOMOUS)

MAKING COMPLETE

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Establishment:	8 May 2012
Last Amended:	5 June 2013
Date Last Reviewed:	9 June 2017
Responsible Officer:	Principal in collaboration with HODs/ Director or Dean of School

1. Preamble

The policy envisions for providing financial support for faculty members (Permanent and Part Time lecturers) attending Workshops/Seminars/Conferences and for taking memberships in professional bodies

2. Policy Guidelines

- All the claims to be settled from the Staff Welfare Fund
- The reimbursement of either registration fee or travelling expense whichever is lower will be done if the request is coming from the faculty member for attending the workshop/conference/seminar
- If the faculty member is sent by the institution for attending workshop or seminar or conference, both registration fee and travelling expense will be met by the institution
- The expense for the international visit for attending Seminars/Conferences will be met by the institution for a faculty once in three year subject to the availability funds under the Staff Welfare Scheme
- If the international visit is for signing MoU or Establishing Linkages there will relaxation for the above clause



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- Reimbursement of a maximum of Rs 5000/- will be given to faculty members for taking membership of professional bodies of their domain
- If the membership is taken for the institution, the full amount will be reimbursed by the institution
- Duty Leaves will be granted for attending the programmes covered under this scheme.



Principal