



SULLAMUSSALAM  
SCIENCE COLLEGE

# SULLAMUSSALAM SCIENCE COLLEGE AREEKODE

## Providing Financial Support to Attend Conferences / Workshops and Towards Membership Fee of Professional Bodies

Version 1.0

(This policy has been approved by the Director Board in March 2021)

## **Preamble**

Sullamussalam Science College is committed to provide a quality education to the educationally backward communities of Malabar to meet the changing socio-economic needs of the country through the development and application of knowledge. To achieve this purpose, Sullamussalam Science College focuses on the improvement in teaching- learning process and in quality research. Teaching learning process has undergone a significant change in recent years and Sullamussalam values the importance of up-gradation of academic knowledge and research quality of its faculty members so as to make the learning outcomes more fruitful.

This policy on financial support to the teachers is in force to attend the conference and workshop organized by Institute of National Repute, Universities and Colleges and towards membership fee of professional bodies delivers a set of guidelines for availing the said benefits from the College and is applicable to all the full-time permanent/contract faculty members teaching at both UG and PG level. This Policy helps teachers to update their knowledge in their respective fields so as to enrich the students by imparting valuable education which are both knowledge and skill based so as to increase the employability of students.

## **Objectives**

- To encourage the teaching faculty to present research papers in conferences/ workshops or to attend conferences/workshops of International/National repute for promoting teaching-learning, research and extension activities.
- To support the teaching staff to avail opportunities for discussing the novel developments, the emerging challenges, future perspectives in their fields of interest.
- To enhance their academic credentials in line with UGC expectations

## **Policy and Guidelines**

### **Major categories for providing financial support to the teachers to promote**

- Teaching Learning and related activities
- Research and related academic activities
- Co-curricular, and Professional development Activities

## **Eligibility**

Those invited to attend academic conferences/ seminars/ symposia/ workshops. The level of the programme and the standing of the institution organizing the event should

also be truly international/ national/ professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.

### **Pattern of Assistance**

- Each eligible teacher is entitled to a grant of Rs. 10,000 per annum to spend on these activities
- In case, the amount is not sufficient, the applicant can seek funds from other sources.
- Registration Fee, TA/DA will be admissible as per rule.
- If the lodging and boarding charges are included in the registration fee, DA shall be regulated accordingly. This will apply to both categories of travel.

### **Application Procedure**

Employees shall apply in the proper format (Annexure A) to the Principal at least 10 days before the date of commencement of international / national event respectively. The application shall be submitted through the respective Head of Department and this will be scrutinized by the IQAC and forward to the Principal with recommendations. The decision of the Principal shall be final.

## Appendix A



### SULLAMUSSALAM SCIENCE COLLEGE AREEKODE, KERALA 673639

Application for the financial assistance from the College to participate in  
Conferences, Seminars, Workshops during the academic year .....

#### I. GENERAL INFORMATION

1. Name of the Applicant :
2. Present Designation and Department :
3. E-mail & Contact No. :
4. Date of joining :
5. Particulars of the Event to be participated in
  - a) Type of the Event :  
Conference/Seminar/Workshop/Symposium
  - b) Level of the Event : International/National/Regional
  - c) Name & Address of the Event organizers :
  - d) Theme of the Event :
  - e) Venue of the Event :
  - f) Dates of the Event :

#### II. ACADEMIC INFORMATION

6. Papers published during the last two years :

No	Title of the Paper	Title of Journal (with Vol , No & ISSN) / Book (with ISBN)	Year & Address of Publication	Co-author, if any
1.				
2.				

7. Whether participating by **presenting a paper/poster/ presiding over the event/delivering key note address/plenary lecture/** as **resource person** (Attach copy of abstract/ text of the paper/ address/lecture)

8. Particulars of the paper/ Key Note/ Lecture to be Presented/ delivered

(a) Title:

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(b) Co-author of paper, if any:

.....

(c) Whether paper already accepted (Enclose a copy of acceptance letter) : Yes/ No

### III. EXPENDITURE ESTIMATE

9. Financial Assistance being sought by the applicant for participating in the event to be held

No.	Item of Expenditure			Amount of Expenditure
	Travel	Within India	Abroad	
1	by Road			
	by Rail			
	by Air			
	Sub-total			
	2	Registration Fee		
3	Accommodation Charges			
4	Any Other			
5	TOTAL			

In words: Rupees.....  
 .....

10. Financial Assistance received from other sources

No	Name & Address of Funding Agency	Amount of Financial Assistance
1		
2		
3		

#### **IV. DECLARATION**

This is to declare that:

- (a) I haven't availed financial assistance for participation in a national/ regional event in the financial year for which my application is to be considered.
- (b) I haven't availed financial assistance for participation in an international event in the Last Three years.
- (c) I am not availing financial assistance for the event from any other funding agency.
- (d) In case the financial assistance is not availed I shall inform the authority immediately.

**Signature of the Applicant**

**Date:**

#### **FOR OFFICIAL USE**

#### **Recommendations of the Head of the Department**

Signature of the Head of the Department with Date & Seal

Date:

NOTE: Application must be submitted along with a copy of (1) the letter of acceptance of paper/ invitation from organizers of event and (2) abstract of paper/ text of lecture/ address.

Submitted to the Principal