



## Policy on Financial Assistance for Faculty Development Activities

The institution is committed to supporting the professional growth of its faculty members by providing financial assistance for attending seminars, conferences, workshops, obtaining memberships in professional bodies, and pursuing other academic activities. This policy outlines the guidelines for eligibility, application, and disbursement of funds for such activities.

### 1. Eligibility

All full-time faculty members may apply for financial assistance if the activity supports their professional development and aligns with the academic mission of the institution.

### 2. Covered Activities

The following activities are eligible for financial support:

- Participation in seminars, conferences, workshops, and symposia, both national and international.
- Membership in recognized professional bodies relevant to the faculty member's area of expertise.
- Pursuing additional qualifications or certifications that enhance academic or research capabilities.
- Engagement in research collaborations, academic exchange programs, or other scholarly endeavours.

### 3. Application Process

- Faculty members seeking financial assistance must submit a formal application, in the prescribed format, to the Manager of the College Governing Body through the IQAC Coordinator and the Principal.
- The application should include the following attached documents:
  - Certificate of the event or activity.
  - Receipts or documentation of expenses, including registration fees, travel, accommodation, and any other related costs, if applicable.
- Applications will be evaluated based on the relevance of the activity to the faculty member's field, potential benefits to the institution, and availability of funds.



#### **4. Funding Limitations**

- Financial assistance may cover the total costs, with a maximum limit of ₹15,000 per faculty member per academic year.
- The institution reserves the right to prioritize funding based on strategic importance and budgetary constraints.
- Faculty members are encouraged to explore external funding sources and grants to supplement institutional support.

#### **5. Disbursement of Funds**

Approved funds will be disbursed upon submission of receipts and certificate or detailed report on the activity.

#### **6. Review and Amendments**

The institution reserves the right to periodically review and amend this policy to reflect changing needs, priorities, or budgetary conditions.



## Annexure I

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

### KAHM UNITY WOMEN'S COLLEGE, MANJERI

**Application for financial support for Faculty Members to attend conferences/  
workshops and towards membership fee of professional bodies**

**Academic Year:**

Name of the Faculty	
Designation	
Department	
Year of joining regular service	
Permanent/Ad-hoc	
Financial support is applied for: (to attend conferences/ workshops and towards membership fee of professional bodies)	
Date of the programme	
If Presenting paper, title of the paper	
Name of the professional body in which the faculty has taken membership	
Validity of the membership	
Amount Spent	Rs.
Whether the copy of fee payment receipt attached? (Attach copy)	
Whether the copy of the certificate is attached? (Attach copy)	
Outcome of the activity as evaluated by the faculty	
Signature of the faculty	



<b>Verification of the IQAC Coordinator</b>	
<b>For Office Use Only</b>  <b>Verification of documents submitted</b>	
<b>Approval by the Head of the Institution</b>	<b>Amount Sanctioned: Rs.</b>
<b>Approval by the Manager</b>	

Received an amount of .....(Rs. ....)

towards the financial support for Faculty Members to attend conferences/workshops and towards membership fee of professional bodies.

**Name and dated signature of the faculty:**