

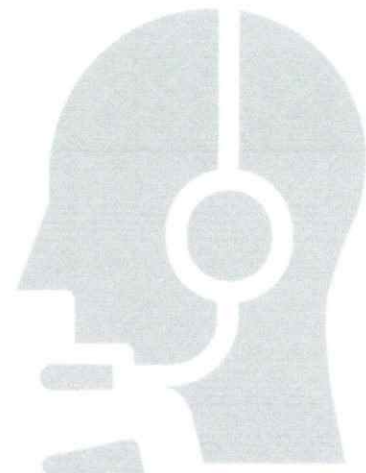


SACRED
HEART
COLLEGE
Autonomous



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FINANCIAL ASSISTANCE TO FACULTY POLICY



**SACRED HEART COLLEGE
(AUTONOMOUS) THEVARA**

KOCHI - 682 013





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Financial Assistance to Faculty Policy

(For attending conferences/seminars/workshops/FDPs)

**Sacred Heart College
(Autonomous)Thevara
Kochi-682 013**

Introduction

Sacred Heart College gives utmost importance to the academic excellence of faculty members. The faculty members are motivated to attend subject based refresher courses, trainings, short term programmes and work-shops, to gain a deeper knowledge in their respective disciplines. Faculty members are also encouraged to undertake research projects so as to excel in the creation of knowledge. Necessary infrastructure facilities are provided to the faculty for setting up research laboratories. The College encourages the faculty members to attend national and international level academic meetings to boost their teaching and research potential. The institution firmly believes that the academic and research excellence achieved by the faculty members will benefit the student community and the nation at large. The College provides financial support to the faculty with a goal of achieving academic and research excellence.

Objectives

Financial support policy of the College has the following objectives:

- Promote the faculty members to attend national and international seminars/conferences/workshops.
 - Encourage teachers to present their research work and interact with experts in their respective disciplines.
 - Support teachers to take membership in professional bodies.
- a) A faculty can participate annually in two international conferences/ seminars/workshops and two national conferences /seminars/workshops.
 - b) Only a confirmed member of the faculty and with a minimum two years of service at Sacred Heart College is eligible to participate in these conferences/seminars. However, for the first two years of service, a faculty may attend these conferences/seminars with special permission. Such special permission will be granted on condition that if the individual leaves the service of the College before completing two years of service/ confirmation, he/she shall refund the entire amount incurred by College for such conferences/seminars
 - c) A full-time faculty on contract is also eligible to participate in conferences/seminars and may be considered for a special permission. Such special permission will be granted on condition that he/she has completed one year of contract with the College and that if he/she leaves the College prior to the completion of two years of

service, he/she shall refund the entire expenses incurred by the College.

Procedure for Conference/Seminar Participation

- 1) All requests for conference/seminar participation in a national/international conference/seminar with paper presentation will be submitted on a prescribed format (Annexure 1) to the Research Committee. Copies of the abstract and acceptance letter for the paper, and official registration information specifying conference/seminar dates and fees are to be included with the request.
- 2) The faculty concerned will coordinate with and/or inform the Head of the Department in the College to appropriately take care/make arrangements of his/her activity at Sacred Heart College while he/she is away for attending this conference/seminar.
- 3) Sacred Heart College will bear/reimburse the full/part expenditures for registration, travel, daily allowance, lodging costs and local conveyance associated with the conference/seminar as per Sacred Heart College rules on travel entitlements subject to the condition that any part of the expenses/costs are not paid for by any other agency. The number of days for travel entitlements will include the number of days of the conference/seminar actually attended and additional day(s) as necessary to reach the conference/seminar venue or departing after the conference/seminar is over.
- 4) However the first preference for faculty attending conference/seminar abroad will be to obtain U.G.C. permission and travel grant.
- 5) A copy of the full paper should be submitted to Chairman (Research Committee) before leaving for the conference/seminar.
- 6) In case attending a conference/seminar does not require any financial support from Sacred Heart College such as, through external funding or drawn from an individual's research/faculty development schemes, the same may be permitted.
- 7) The institute-funded conference/seminar participation entitlements are subject to the condition that there will not be any effect on the individual's availability for institutional academic activities.
- 8) The application for attending conferences/seminars is to be made in a prescribed form which is available with the Principal's office.

Annexure 1

SACRED HEART COLLEGE

(AUTONOMOUS), THEVARA, KOCHI 682 013

Internal Quality Assurance Cell (IQAC)

Request for Attending Conference/Seminar/FDP/Workshop (Please fill up, strike out or encircle as applicable)

A. Name of the Faculty: _____

B. Name of the Department: _____ Area / Domain : _____

C. Total Service at Sacred Heart College

D. Details on Conference/Seminar/FDP/Workshop planning to attend:

i. Title of the Conference/Seminar/FDP/Workshop planning to participate in:

ii. Name of the Conference/Seminar/FDP/Workshop Organizer :

iii. Venue of the Conference/Seminar/FDP/Workshop (City/Country):

iv. Dates & Duration of the Conference/Seminar/FDP/Workshop

v. Boarding Provided : Yes/No Days : _____

vi. Lodging Provided : Yes/No Days : _____

vii. Registration fee/boarding/lodging/travel cost _____

I will submit the Abstract/Full paper before leaving for the conference/ Seminar/ FDP /Workshop, if not done earlier.

Relevant Acceptance letter is enclosed

Date:

Signature of the Faculty forwarding the application to the Principal

Signature of the Coordinator, IQAC

Your request for attending the above requested National/International Conference /Seminar/ FDP/Workshop is approved/disapproved.

Principal

