



Guidelines for Financial Assistance for Teaching and Non-teaching Staff for Staff Development Programmes

The following is the broad institutional policy for providing financial assistance to permanent faculty/ contractual faculty/ non-teaching staff and librarians of the college for attending Conferences / Symposia / Workshops / Seminars and Faculty Development Programmes. and towards membership fee of Professional bodies.

Staff Members Entitled for Reimbursement:

- A. The participation in the Conferences / Symposia / Workshops / Seminars must be first discussed with the Principal and her prior approval sought.
 1. All staff members, teaching (Permanent and Contractual) and Non-teaching, are entitled for reimbursement for attending local Conferences / Symposia/ Workshops/ Seminars/ and Faculty Development Programmes on such terms and conditions as are imposed by the Principal which could include rendering specified number of years of service, failing which the cost may be recovered from the staff.
 2. The Permanent / Contractual Faculty members will be required to execute such document as may be necessary and as determined by the Principal.
 3. Permanent / Contractual Faculty members are entitled for reimbursement for presenting papers at National Conferences/ Symposia/ Workshops/ Seminars for only one Conference in an academic year.
 4. Permanent / Contractual Faculty members are entitled to second AC class train fare and such other expenses as are specifically sanctioned.
 5. Faculty members will NOT be reimbursed for International Conferences/ Symposia/Seminars.
 6. Visiting faculty members are not entitled for any reimbursement for any Conferences / Symposia/ Workshops / Seminars attended.

Procedures to be followed and documents to be submitted prior to registering for the Conference / Symposium / Workshop, Seminar or Faculty Development Programme :

- B. The participation in the Conferences / Symposia / Workshops / Seminars must be first discussed with the Principal and her prior approval sought.
 1. For Local Conferences/ Symposia/ Workshops/ Seminars/ Faculty Development Programmes
 - a. Application for attending the Conferences / Symposia / Workshops / Seminars detailing the manner in which it will be useful / benefit the College / students
 - b. Application form / Duty Leave Form to be signed by the Principal
 - c. Brochure of the Conference/ Symposia/ Workshop/ Seminar/ Faculty Development Programmes to be attached



ST. ANDREW'S COLLEGE OF ARTS, SCIENCE & COMMERCE

ACCREDITED - 'A' GRADE BY NAAC

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2. For Paper Presentations (local or national)

- Application for presenting the paper detailing the manner in which it will be useful/ benefit the College / students
- A letter of application to be signed by the Principal.
- Brochure of the Conference/ Symposia/ Workshop/ Seminar/ Faculty Development Programmes to be attached.

Documents to be submitted for reimbursement after attending the Conference / Symposium / Workshop, Seminar or Faculty Development Programme are:

At the Local Level:

- A photocopy of the Certificate of Participation, Paper Presentation, or for whichever other purpose the Conference/ Symposia/ Workshop/ Seminar/ Faculty Development Programme was attended. **(The original must be shown at the time of submission).**
- Original Receipt of Registration fees paid.

At the National Level:

- A photocopy of the Certificate of Participation, Paper Presentation, or for whichever other purpose the Conference/ Symposia/ Workshop/ Seminar/ Faculty Development Programme was attended. **(The original must be shown at the time of submission).**
- Original Receipt of Registration fees paid.
- Original Travel Tickets (Second Class AC Train fare only) as proof of travel expenses incurred.

Nature of Financial Assistance:

- Once the voucher is submitted along with the required documents and approved by the Principal, the concerned staff member will be reimbursed for the full registration fee.
- For National Conferences, the concerned staff member will be reimbursed AC II Class train fare for travel only. Any amount exceeding the AC II class train fare will have to be borne by the concerned staff member.
- For national conferences, the institution will not reimburse the concerned staff member for accommodation expenses.

M. B. Fernandes
Dr.(Ms) M. B. Fernandes
Principal