



SREE NARAYANA COLLEGE



SIVAGIRI, VARKALA

Estd : 1964

MANAGED BY THE SREE NARAYANA TRUSTS, KOLLAM

AFFILIATED TO THE UNIVERSITY OF KERALA, RE-ACCREDITED BY NAAC WITH B++ GRADE (CGPA 2.84)

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Principal in Charge

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Ref:

Date :27/07/2023

Financial Policy: Financial Assistance for teachers at Sree Narayana College, Sivagiri, Varkala

Purpose

Sree Narayana College, Sivagiri, Varkala, acknowledges the significance of continuous professional development for its faculty members. To achieve this, the college provides financial assistance for teachers to register with professional bodies, attend workshops, and participate in seminars. By investing in the growth and development of its teaching staff, the institution aims to enhance its capacity for research and high-quality instruction, ultimately contributing to its mission of academic excellence.

Scope and Eligibility

All full-time teachers at Sree Narayana College, Sivagiri, Varkala, are required to comply with this policy to be eligible for financial support for professional development activities. This financial assistance is designed to cover expenses related to professional body registrations, as well as travel and accommodation costs incurred while attending workshops and seminars, thereby facilitating the teachers' ongoing professional growth.

Types of Financial Assistance

1. The cost of joining reputable organizations or professional bodies that are related to the faculty member's area of competence will be covered through financial aid. In accordance with the maximum funding limit, the help will not be more than 90% of the entire registration charge, with a maximum funding limit of INR 5000
2. The cost of attending workshops and seminars closely associated with the faculty member's subject matter or area of expertise will be covered through the provision of

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financial aid. Subject to the maximum funding limit, the help will pay 75% of the registration fee, travel costs, and lodging costs, subject to a maximum funding limit of INR 5000

Application

1. Faculty members seeking financial assistance must submit a formal application to the College Administration Office. The application must include the following documents: workshop/seminar or professional body registration, including an official brochure, registration form etc. An estimate of the costs associated with the activity, including registration fees, travel, and accommodation expenses.
2. Applications will be reviewed by a designated committee within the college. The committee will assess the applications based on the eligibility criteria, the alignment of the proposed activity with the faculty member's teaching or research responsibilities, and the availability of funds.

Notification

Faculty members will be notified of the committee's decision within a reasonable timeframe. Successful applicants will receive financial assistance for their professional development activities.

Periodic Review

The college administration will conduct periodic reviews of this policy to ensure its effectiveness and relevance. Any necessary amendments will be made in consultation with faculty and staff.

Policy Amendment

This policy is subject to change, and any amendments or updates will be communicated to all faculty members and staff accordingly.

Time of implantation of this policy is from 01 June, 2023

Authorized Signatory

A handwritten signature in green ink, appearing to be 'O. G.' or similar, written over a faint circular stamp.

Principal