



KURIAKOSE ELIAS COLLEGE MANNANAM

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FINANCIAL ASSISTANCE POLICY



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The policy will motivate and encourage faculty members to stay current with the latest research and information in their respective disciplines. This approach promotes professional development by enabling them to network with experts in their fields and exchange ideas and knowledge.

Objectives

- To promote the continuous professional development of faculty members.
- To enhance the quality of education by encouraging teachers to update their skills and knowledge.
- To support faculty in attending conferences, seminars, workshops and other professional development activities.

Policy Statements

- Full-time and part-time faculty members, including assistant professors, associate professors and professors, are eligible for financial assistance.
- Full or partial coverage of the cost of registration for the seminar/workshop.
- Reimbursement for transportation costs, train tickets or mileage for personal vehicle use.
- Reimbursement for hotel or lodging expenses incurred while attending the event.
- Faculty members must submit a formal application for financial assistance, typically through the college's administration office.
- The policy may specify a maximum amount of financial assistance available per faculty member per year.

Implementation

The application should include details such as the purpose of the seminar/workshop, relevance to the applicant's role, expected benefits and a recommendation from the department head. For seminars attended in April-May, payment will be made in the next financial year. By establishing a clear and comprehensive Financial Assistance Policy for faculty participation in seminars and workshops, the college can support the continuous professional growth of their teachers. The following programs are eligible to avail the financial assistance from college.

1. Refresher programmes
2. Orientation or Induction programs
3. Seminars, Workshops and other Academic conferences
4. Membership fees for joining Professional bodies