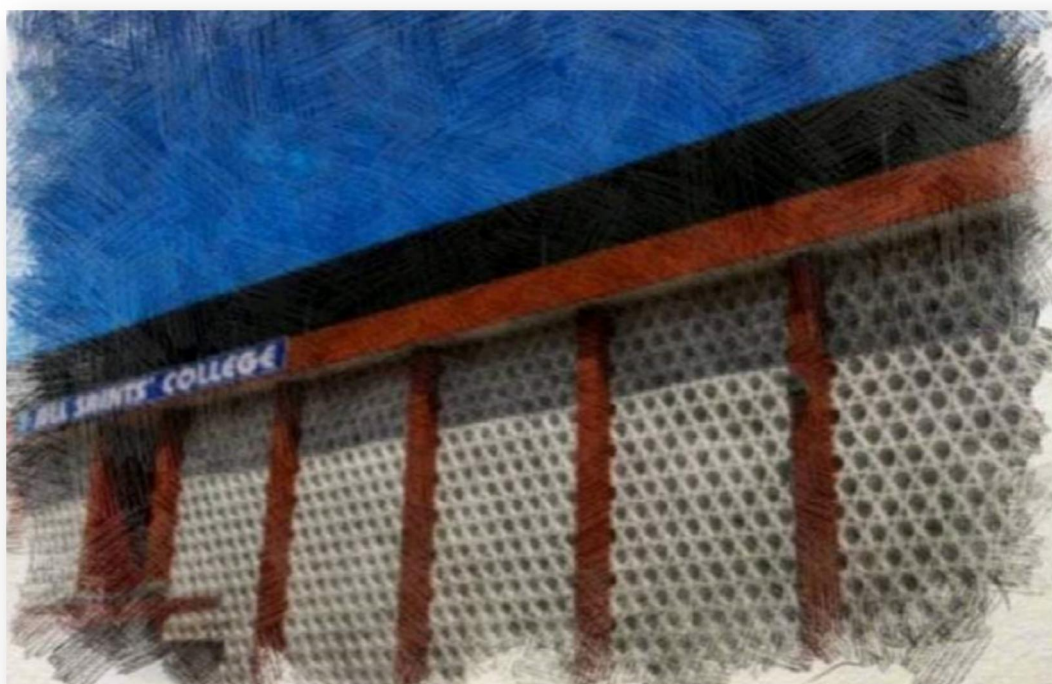




POLICY DOCUMENT



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM-695007

Re-accredited with 'A' Grade by NAAC

www.allsaintscollege.ac.in, allsaintscollegeasc@gmail.com



POLICY ON FINANCIAL SUPPORT TO TEACHING STAFF TO ATTEND CONFERENCES/WORKSHOPS AND TOWARDS PROFESSIONAL MEMBERSHIPS					
POLICY NAME					
APPLIES TO					
FACULTY	✓	STUDENTS	✗	NON-TEACHING STAFF	✗
PARENT/GUARDIAN	✗	VISITORS	✗	MANAGEMENT	✓

Preface

All Saints' College nurtures and sustains a work culture wherein the teaching staff is encouraged to enhance their professional skills and build up their intellectual capital. The institution believes in inculcating the values of original thought and ethical research in academics. Our teaching staff is regularly encouraged to promote their research skills as it is a prerequisite for the comprehensive growth of our academic milieu. The institution provides financial support to the members of the teaching staff to engage in intellectually stimulating and knowledge building initiatives that will propagate an erudite culture in our campus. The policy on Financial Support to Teaching Staff acts as a yardstick to streamline and expedite the various administrative and financial processes that are stipulated in the approval of requests to attend conferences/workshops and towards memberships in professional bodies.

Objectives

- To instill an innovative academic model by encouraging the generation of new and viable models of thought
- To augment the rapport between the management and staff by being actively involved in the task of moulding a better academic environment
- To offer financial and emotional support to the teaching staff to seek greater heights in their academic and professional growth
- To enable the teaching staff to attend faculty training programmes like conferences, workshops and thereby envisioning constructive dialogues and liberal thoughts
- To enhance the professional skills of the teaching faculty by introducing them to new avenues of thought
- To support the growth and career enhancement of the teaching faculty
- To encourage the teaching staff to join professional bodies which will in turn assist them to be part of larger communities

Eligibility

Faculty members who wish to apply for financial support are required to apply in writing to the Principal, citing all the details of the programme.

Selection Process and Approval

The Research Committee of the College scrutinizes the application and recommends them to the IQAC Coordinator. The IQAC Coordinator then forwards the letter to the Principal who goes through the application and gives the final approval.



Procedure

- Teaching staff seeking financial aid should apply in writing to the Principal for permission to attend the programme.
- The application will then be forwarded by the Principal to the Manager of the College.
- The attendee will apply for leave/NOC, as required.
- The teaching staff will resume duty upon completion of the programme.
- The final approval for financial support will be granted by the Manager.
- In case any of the above conditions are not fulfilled, the Manager may revoke the approval and seek refund of the amount paid.
- In the case of membership fees, it is expected that the teaching faculty make full use of the benefits of the membership by attending seminars/conferences, presenting papers and by the maximum use of the resources offered.

Benefits

- Permanent faculty of the college may take Duty Leave to attend academic programmes organized by recognized institutions.
- Permanent and guest faculty of the college are reimbursed the registration fee upon approval of the application for financial support.
- Reimbursement of Membership fee of professional bodies on approval of the application for financial support.