

MES COLLEGE MARAMPALLY



financial support policy

FINANCIAL SUPPORT POLICY FOR PROFESSIONAL DEVELOPMENT

The financial support policy of the institution is designed to facilitate and empower staff by providing financial assistance for attending workshops, conferences, and other professional development activities. Additionally, the policy extends support towards covering membership fees, fostering faculty empowerment, and promoting research initiatives.

The key objectives of this policy include

Professional Development

To enhance the professional skills and knowledge of teachers by attending workshops, conferences, and relevant training programs.

Research Activities

To encourage and facilitate research endeavours among teachers by providing financial assistance for research-related expenses.

Membership Support

To facilitate the active participation of faculty members in professional organizations by covering membership fees, thereby fostering networking and collaboration opportunities. The benefits of the scheme include:

- **Enhanced Knowledge and Skills**

Teachers will benefit from exposure to the latest trends, methodologies, and best practices in their respective fields, contributing to their professional development.

- **Faculty Empowerment and Well-being**

To promote the empowerment of faculty members by providing financial support for initiatives that contribute to their professional growth, well-being, and job satisfaction.

- **Research Opportunities**

The policy fosters a culture of research within the institution, supporting teachers in conducting valuable research and contributing to the academic community.

- **Professional Networking**

Covering membership fees enables faculty members to engage with professional organizations, fostering valuable networking and collaborative opportunities.

Eligibility Criteria

All full-time employees who have completed at least one year of continuous service with the Institution are eligible to apply for financial support.

Application Process

Teachers interested in financial support for professional development must submit an application to the Head of the Institution. The application should include details such as the event name, date, location, a brief description of the event's relevance, and an estimated budget. The application should be submitted at least two weeks before the event date. Approved requests will be forwarded to the Administrative Officer for further processing.

Financial Support

Financial support will be provided based on the overall impact and relevance of the program to the employee's professional growth. Support may include registration fees, travel expenses, accommodation, and reasonable meal expenses. The maximum limit for financial support per employee per year will be decided by the Institution. The details of the financial support for employees to attend conferences/ workshops/ training programs or towards membership fees of professional bodies are presented below

SI No	Details	Amount in Rs.
1	International Conference abroad	16000
2	International Conference outside of Kerala	7000
3	National Conference outside of Kerala	5000
4	International Conference in Kerala	5000
5	National Conference in Kerala	2000
6	Membership fees	5000

The amount may change according to the quality of the programme and the availability of funds.

Post-Program Reporting

After successful completion of the conference, workshop, or training program, employees are required to submit a copy of the certificate to the authority for documentation purposes. The certificate should include details such as the program name, date, and the employee's successful participation. Non-compliance with the terms and conditions may impact eligibility for future financial support.

This policy will be periodically reviewed and revised as needed. By implementing this financial support policy, the institution aims to create a conducive environment for continuous learning, research, and professional growth among its staff.