



## **POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFF**



**SREE NARAYANA TRAINING COLLEGE**  
**Nedunganda, Varkala, Thiruvananthapuram-695307, Kerala**  
**Re- Accredited by NAAC With "B" Grade (CGPA 2.93), Affiliated to the**  
**University of Kerala , Recognized by NCTE Email:sntcned@gmail.com,**  
**Website:www.sntrainingcollege.edu.in**  
**Phone-0470-2602353**



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**POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFFS TO ATTEND  
RESEARCH WORKS, CONFERENCES, WORKSHOPS, SEMINARS, SYMPOSIA  
AND MEMBERSHIP FEES**

Sree Narayana Training College emphasizes value based education which helps the younger generation to rejuvenate and bloom the future generation. The institution upholds the vision *Enlightenment Through Education*. The institution always maintain an environment of excellence in education through committed and competent teachers. The Teacher Educators of the institution are provided with adequate support for the qualitative and creative enhancement of professional excellence.

**Policy statement**

The policy intends to assist faculty members to foster their professional competence through academic participation in various dimensions such research works, conferences, workshops, seminars symposia etc. This would help them to nourish themselves as well as in encouraging academic collaborations and in networking.

**Policy and Guidelines**

The Major categories for providing financial support include

- Teaching Learning and related activities
- Research and related academic activities
- Co-curricular, Extracurricular and Professional development Activities

**Forms of Financial Support**

The financial support to teachers may be provided for:

1. Registration fee for participation in seminars/ conferences/ workshops / symposia.
2. Membership fee for professional organizations.
3. Enrollment for faculty development programmes organized by institutions.
4. Organizing academic workshops/ seminars/conferences based on professional competence.

### **Procedure for Application and Approval**

For availing the financial support, teacher educators have to follow the following procedures.

- The Internal Quality Assurance Cell (IQAC) depute teachers for participating in
- seminars/ conferences/ workshops / symposia. The teacher educators need to submit the application to the principal at least one week in advance.
- The IQAC will verify the application and is forwarded to the Principal. After the approval of the Principal, the funds are released for the same by the Accounts section.
- In case, when the fee is paid by the teacher, on submission of original documents of attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings, the expenses incurred will be refunded.
- For organizing academic workshops/ conferences/ seminars, the proposal should be submitted to the Principal and IQAC. Financial aid will be released by account section.
- The decision of the Principal shall be final.



  
**PRINCIPAL**  
**Sree Narayana Training College**  
**Nedunganda, Pin: 695307**

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