

## POLICY DOCUMENT

### FINANCIAL SUPPORT TO ATTEND

#### WORKSHOPS/ SEMINARS/ CONFERENCE/ SYMPOSIA /MEMBERSHIP

#### INTRODUCTION

The objective of the policy is to provide financial assistance to teaching staff for enhancing their academic and research skills. The faculty can undertake disciplinary or interdisciplinary research work in the college and/or attend workshops/ seminars/ conference/ symposia at College/ State/ National/ International level. They can also obtain Professional membership in relevant field through this scheme.

#### OBJECTIVE

The basic objective of financial assistance is as follows

- To provide financial support for attending Conferences/ Seminars/Symposia/Workshops held at national or international level.
- To provide financial support for attending Faculty Development and Training programmes
- To facilitate academic exchange programmes with national or international Universities.
- To provide financial support to obtain Professional membership of relevant field.

#### ELIGIBILITY

Financial assistance will be available to permanent employees whose probationary period is completed, are eligible for travel grant under the following circumstances:

a. Those invited to attend academic workshops/ seminars/ conference/ symposia. The level of the programme and the standing of the institution organizing the event should be truly international/ national/ professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.

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b. Financial assistance may be provided in the following purpose:

- (i) For faculty delivering key-note addresses / plenary lectures.
- (ii) Those contributing a Paper.
- (iii) Those invited to Chair a session.
- (iv) Those invited under International collaboration Exchange Programmes.
- (v) Those invited to give symposia/talks/invited lectures or invited to discuss arts.

However, poster presentations and mere participations are generally not be considered for financial assistance

## PROCEDURE OF APPLYING FOR THE SCHEME

The faculty who wish to avail financial assistance for Ph.D research work should submit the filled in Financial Support Request Form along with necessary enclosures for approval from the concerned head of the department and Principal.

## PROCEDURE FOR APPROVAL

- The Committee shall verify the suitability of the events for academic progression of the applicant, standing/ status of the organising agency and likely impact on the departmental academic activities.
- In case if multiple applicants are there from the same department, preference may be given to those applicants experience. Multiple applicants can also be allowed for same event in some circumstances where workload is adjusted properly with prior approval of the concerned head of the department.
- Granting of financial assistance will depend on the recommendation of Principal/Dean.
- Academics and availability of funds.
- The decision of the Principal shall be final.

For SRK FOUNDATION

  
SECRETARY