



SREE NARAYANA COLLEGE KANNUR

ACCREDITED BY NAAC WITH 'A' GRADE (AFFILIATED TO KANNUR UNIVERSITY)

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CRITERIA 6

6.3: Faculty Empowerment Strategies

6.3.2 Policy document on providing financial support to teachers



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NAAC Re-Accredited with 'A' Grade, (CGPA: 3.04), Established in 1960

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POLICY DOCUMENT

Introduction

The scheme aims to support teaching staff by offering financial assistance to them to enhance their professional development. This includes participation in Faculty Development Programs (FDPs), workshops, seminars, conferences, symposia, etc. at various levels (College/State/National/International) in their relevant fields, thereby promoting professional growth, research aptitude, and academic excellence among faculty members.

Objective

The objectives of the financial assistance scheme are:

To encourage faculty participation in FDPs for the enhancement of academic and administrative skills.

To facilitate professional growth and ensure continuous upgradation of educational qualifications.

To provide opportunities for faculty to exchange knowledge and ideas with peers and experts.

To promote interaction with external academic and research communities.

To support faculty welfare and professional development through access to national and international programs.

Eligibility

Financial assistance is available to full-time teaching staff who are attending Faculty Development Programs (FDPs), seminars, workshops, conferences, or symposia in their respective fields.

Nature of Assistance

A minimum of Rs. 2000/- will be provided to each faculty member in advance to participate in FDPs, upon request.

Conditions for Assistance

Faculty members must submit an official participation certificate after the completion of the FDP or event.

Failure to submit the participation certificate within a specified period (e.g., one month) will result in the faculty member being required to refund the advance.

Procedure for Requesting Assistance

Faculty members wishing to avail themselves of the financial assistance must submit a formal request to the academic and research coordinator.

The request should be made in writing and include details of the FDP, including the registration fee and any additional costs involved.

Upon approval, the college accountant will release the advance of Rs. 2000/- to the faculty member.

Procedure for Approval and Reimbursement

After completing the FDP or academic event, the faculty member must submit the participation certificate to the Principal.

Once the certificate is verified, no further action will be required from the faculty regarding the advance.

If the participation certificate is not submitted, the faculty member will be required to return the advance amount within the stipulated time.

Dr. Anitha PK
IQAC Coordinator



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