

## 6.3.2. Policy Document on Providing Financial Support to Teachers



**REGISTRAR**

Karpagam Academy of Higher Education  
(Deemed to be University Under Section 3 of UGC Act 1956)  
Pollachi Main Road, Eachanari Post,  
Coimbatore - 641 021.



## **POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO TEACHERS**

Karpagam Academy of Higher Education provides financial support to the faculty to attend conference/seminar/workshop and meet their registration fee to become a member in professional bodies.

### **ELIGIBILITY**

1. Regular faculties of the institution are eligible to receive financial support to attend seminar/conference/workshop and register in professional bodies.
2. The seminar/conference/workshop should be relevant with the thrust area of research by the faculty.
3. Thrust area of the faculty.

### **MODE OF SUPPORT**

1. Request made in the format along with the brochures, registration form and justification to attend the seminar/conference/workshop etc in National/International levels will be provided with financial support.
2. The institution will support financial assistance on a case-to-case basis and the ceiling of financial assistance is subjected to recommendation of the experts in the institution.
3. Financial assistance will be provided for attending seminar/conferences.
4. Financial assistance will be provided for the registration in professional bodies wherein the bodies should have sound track record technically in the respective thrust area of research and registered with governing bodies.
5. In a academic year, a total of two supports will be provided when justified.
6. Application for the financial support should be submitted well in advance.
7. Any proposal received later than the prescribed time, shall not be considered.

### **FINANCIAL CONSCIENTIOUSNESS**

1. The faculty should submit the statement of accounts within 30 days of the grant received.
2. Failure to submit the requisite statement of accounts will be taken into account for not providing further financial assistance in the future.
3. The Audit authorities shall have the authority to call the recipient of the support for details and documents as they deem necessary in order to satisfy themselves that the grant has been utilized in accordance with rules and for the purpose for which it has been given.

## **REPORTING**

The recipient of the financial support should ensure the submission of the following things within 30 days of the event held.

1. A copy of the proceedings (Soft and Hard).
2. Photograph of participation in the seminar/conference/Workshop.
3. Certificate of registration in professional bodies.
4. Productive outcome of innovation and knowledge after attending the seminar/conference/workshop.
5. Original receipts of registration.