

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.

> Principal MACT College of Allied Healt P.O. Manassery, Muk

Kozhikode, Pin - 673602







6.3.2 POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO TEACHERS

Principal

College of Aliled Health 2

R.O. Manassery, Mukkain
Kozhikode, Pin - 672392









FINANCIAL SUPPORT FOR CAREER ENHANCEMENT

- Professional Body registration
- FDP &Training programs
- Conferences, Seminar & Workshops

PROFESSIONAL BODY REGISTRATION

Organization provides funding for professional body registration reimbursement. The office must receive the receipts for the professional body's registration and renewal through the designated department heads. It will be verified by the administrative officer and sent to the principal for approval. The appropriate staff will get a reimbursement from the finance department for the approved sum.

FACULTY DEVELOPMENT PROGRAM (FDP)&TRAINING PROGRAM

Faculty development programmes are efforts created to help and improve the professional development and effectiveness of faculty members at higher education institutions. With the objective of enhancing teaching, research, and service, these programmes seek to give faculty members opportunities for learning, skill development, and networking. Workshops, seminars, conferences, mentorship programmes, and other activities that concentrate on various areas of faculty roles, such as pedagogy, curriculum design, assessment, research methodology, technology integration, leadership, and career progression, can be included in faculty development programmes. For participation in online or offline programmes run by reputable organizations or academic institutions with a minimum one-day duration, the organization makes a financial contribution.

The actual costs for the registration fee, TD, and DA will be repaid to national and international FDPs upon presentation of authentic receipts. Faculty must get advance approval from the Principal through their HODs with enough time to spare before the programme. HODs must take the appropriate steps to ensure that departmental operations run smoothly when faculty members are not present.







For participation in national and international conferences, specialty conferences arranged by specialty associations, CMEs, Workshops, and seminars must be taken during off-duty hours. Every conference that will be attended must be informed in advance, along with how many days will be spent there.

CONFERENCES, SEMINAR & WORKSHOPS

To attend a conference

A request with a letter of confirmation from the conference organizers must be submitted to the office through HODs in order to attend a conference. After verification, the administrative officer will submit a request to the Principal for approval. The Management will cover half of the conference registration fee.

To present a paper in conference

A request containing the conference organizers' letter of acceptance, the relevant HOD's recommendation, and the whole manuscript for presentation in the conference must be presented to the Principal in order to present a paper at a conference.

Up to Rs 5000 for one conference per academic year, management will cover 50% of the cost of the conference registration fee. Publicity on social media will be handled while on-duty off if any prizes or awards are given out for papers or posters presented.







