



POCKER SAHIB MEMORIAL ORPHANAGE COLLEGE

(AFFILIATED TO UNIVERSITY OF CALICUT; RE ACCREDITED AT 'A' GRADE BY THE NAAC)
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Ref.

Policy on Providing Financial Support to Teaching Staff to Attend Conferences/Workshops and Enrol Professional Bodies

The IQAC of PSMO College formulated a policy on providing financial support to teaching staff to attend conferences/workshops and enrol Professional Bodies to achieve its goal of being recognised as a premier institution. The details of the policy is given below:

1. The institution may provide financial support to teachers to attend national and international conferences and workshops
2. Financial support includes transportation charges, Registration fees and other incidental expenses the attending teacher has to make while attending the programme.
3. The institution also provides financial support to teachers to pay membership fees to enrol Professional Bodies.
4. The scheme functions in reimbursement mode and the amount will be disbursed only after the submission of details.
5. Teachers attending conferences/workshops under this scheme are required to submit a request to the Head of the Institution after attending the programme.
6. Teachers have to produce bills, receipts and other relevant documents before the principal in order to get the financial assistance.
7. The Head of the Institution is entrusted to verify genuinity of the claim made and documents submitted. The HOI may reject the request if the attending teacher fails to provide documents showing details of expenditure.
8. The amount provided to the teachers need not be refunded.



Principal
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