

Guidelines for Staff Attending Faculty Development Programmes, Training Programmes, Workshops, Seminars, Symposia and Conferences

1. These guidelines apply to all staff of the college. They do not apply to Research Scholars or students. They apply to only those going as participants and not as organizers or resource persons.
2. These guidelines apply to all programmes which are not deemed as part of the regular curricula and are organized within or outside the premises of the college. Though all staff are entitled to these benefits, they cannot be claimed as a right. Due prior sanction is required in all cases and leave may be sanctioned only if the work in the department is not going to be affected.
3. All staff members are encouraged to attend faculty development programmes, workshops, conferences, etc. in order to develop themselves professionally. However in order to ensure fair allocation of funds and other resources, the following limits have been prescribed:

Category	Maximum Frequency	Maximum Number	Annual Budgetary Limits
Assistant Professor attending FDP/ training programme/ workshop/ seminar	Twice in a semester	Three per year	Rs 6,000/- 10 days SCL
Assistant Professor attending Symposia/ Conference	Once in a year	One per year	Rs 5,000/- 5 days SCL
Associate Professor attending FDP/ training programme/ workshop/ seminar	Twice in a semester	Three per year	Rs 6,000/- 10 days SCL
Associate Professor attending Symposia/ Conference	Twice in a year	Two per year	Rs 10,000/- 10 days SCL
Professor attending FDP/ training programme/ workshop/ seminar	Once in a semester	Two per year	Rs 6,000/- 10 days SCL
Professor attending Symposia/ Conference	Twice in a year	Two per year	Rs 20,000/- 10 days SCL

4. Financial budget includes Registration Fees, Course Fees, Publication Fees, Travelling Allowance, Dearness Allowance, Contingency expenses and all other type of expenses. Sanction of TA/DA is further subject to other rules applicable to these expenses.
5. The staff member is recommended to apply for benefit/support available for any participation from other sources so that the allocation from the college can be used wherever such support is unavailable. The staff member is obliged to divulge all sources of funding that is sanctioned for any participation so that multiple benefits are not drawn. If sanction/disbursement from other sources is obtained after the event, the amount sanctioned from college has to be returned.
6. The limits for Lecturers/Senior Lecturers are the same as those set for Assistant Professors.
7. In order to implement these guidelines, a Faculty Professional Development Register is to be maintained in the HR department to keep track of annual benefits availed, so that limits are not breached when sanctioning approval.
8. The procedure for applying for sanction under these guidelines is as follows:
 - a. Initial approval (regarding suitability of programme, desirability of participation keeping in mind potential benefits) is taken from respective Head of the Dept.
 - b. Thereafter application is forwarded to the HR dept for budgetary verification. If all conditions are met, the applicant is directed to meet the Principal.
 - c. The Principal verifies whether the participation is in tune with the overall annual objectives of the college and whether inter-departmental issues are involved. Once all issues are resolved, the applicant is directed to meet the Director.
 - d. The Director accords final sanction based on his assessment of the merits of the application.
9. After returning from the programme the staff member is required to file a report on the programme and submit all resource materials received to the library. In addition the staff member may have to conduct a similar session for the staff within the college, if deemed necessary to do so by the HOD or the Principal.
10. The report of the programme along with the statement of expenses duly supported by original invoices shall be forwarded to through the respective HOD to the Principal and Director, for approval.
11. Approved Report shall be filed in the HR dept and the FPD Register will be updated to reflect the availed items against the staff member's name.