

**SREE AYYAPPA COLLEGE FOR WOMEN**  
(Re-accredited with B Grade by NAAC)  
Chunkankadai, Nagercoil

**Sree Ayyappa College for Women**

**Faculty Financial Support Policy for Conferences/RC/OC/FDP**

**Policy Purpose**

To establish a framework for providing financial support to faculty members of Sree Ayyappa College for Women for their participation in professional development activities, including conferences, workshops, seminars, and training programs.

**Scope**

This policy applies to all full-time and part-time faculty members of Sree Ayyappa College for Women.

**Policy Guidelines**

**Eligibility**

All full-time and part-time faculty members are eligible for financial support to attend professional development activities up to a maximum amount of Rupees Three thousand only. Priority will be given to activities that align with the college's strategic goals and the individual's professional development plan.

**Funding Types**

Conference/Workshop/Seminar Attendance: Support may cover registration fees, travel expenses, accommodation, and daily allowances.



*Anjana V.R.*  
**Dr. V. R. ANJANA**  
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**Sree Ayyappa College for Women**  
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FDP/Training Programs: Support may include course fees, materials, travel expenses, and accommodation.

### **Application Process**

Faculty members must submit an application to the IQAC at least two weeks prior to the event, including the event's name, date and location.

The IQAC will review the application and make a decision based on the event's relevance, available budget, and expected benefits. Applicants will be notified of the decision at least one week before the event.

### **Reimbursement Process**

Faculty members must submit proof of attendance and receipts for all expenses to the Finance Office within two weeks of returning from the event. Reimbursements will be processed within 30 days after submission of the required documents.

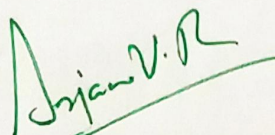
### **Obligations of the Beneficiary**

Attendees are required to share the knowledge gained with their colleagues through a presentation or workshop.

### **Amendments to the Policy**

This policy may be reviewed and amended by the College Administration as necessary to meet the evolving needs of the institution and its faculty.



  
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