



KMCT

AYURVEDA MEDICAL COLLEGE

Approved by NCISM and Affiliated to Kerala University of Health Sciences.

TO WHOM SO EVERIT 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.



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K.M.C.T. AYURVEDA
MEDICAL COLLEGE



INNOVATION AND
ENTREPRENEURSHIP
DEVELOPMENT CENTRE





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6.3.2

POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO TEACHERS



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FINANCIAL SUPPORT FOR CAREER ENHANCEMENT

- Faculty development policy
- FDP & Training programs
- Conferences, Seminar & Workshops

FACULTY DEVELOPMENT POLICY

□ Attendance at National/International Conferences and Workshops

- Employees attending national or international conferences, workshops, or similar events are entitled to on-duty leave.
- Employees must obtain prior approval by informing their supervisor of:
 - The number of conferences/workshops they plan to attend each year.
 - The total number of days they will be absent.
- Ensure all required permissions are secured before confirming your attendance.


□ Paper Presentations

- Employees presenting papers at workshops, conferences, or other events will receive reimbursement for registration fees.
- If an employee wins a prize or award for their paper or poster presentation, social media publicity will be arranged, and on-duty leave will be provided for related activities.

□ External Examinership

- Each faculty member may avail up to 5 days of on-duty leave per academic year for external examinership duties




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FACULTY DEVELOPMENT PROGRAM (FDP) & TRAINING PROGRAMS

□ Eligibility for FDPs

- Faculty members may participate in online or offline programs designed to enhance their knowledge, pedagogical skills, and research abilities. These programs must be:
 - Approved by UGC, INC, KUHS, or conducted by recognized bodies or academic institutions.
 - Of at least one day in duration.

□ Mandatory Participation

- Each faculty member is required to attend at least one FDP per academic year.

□ Permission and Departmental Coordination

- Faculty must obtain prior approval from the Principal through their Head of Department (HOD) well in advance of the program.
- HODs are responsible for ensuring that departmental activities continue smoothly in the absence of the faculty member

TRAINING PROGRAMME

All faculties shall attend training programs as per NCISM norms

Reimbursement of expenses in connection with training program is same as FDP.



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CONFERENCES SEMINARS AND WORKSHOPS

To attend a conference

To attend conference a request with confirmation letter from the organizers of the conference has to be submitted to the office through HODs. The administrative officer after verification will forward to the principal for approval.

To present a paper in conference

To present a paper in conference a request with the acceptance letter from the organizers of the conference should be produced along with the respective HOD's recommendation along with full paper for presentation in the conference has to be submitted to the principal.

The faculty member has to present the paper in front of a panel comprising of Head's and senior faculty and on looking at the nature of the conference, presentation, quality of the paper and other details will recommend to the principal, who will forward the same to the Director (Operations) for approval.

Publications

The author(s) has to submit the reprint to the Research Committee for availing the rewards for the publication. The research committee will make the recommendation to the principal, who will forward the same to the Director (Operations) for final decision in the matter.



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