



CHRIST THE KING ENGINEERING COLLEGE

Karamadai, Coimbatore - 641104

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

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**STANDARD POLICES AND PROCEDURE MANUAL FOR HUMAN
RESOURCES, ACADEMICS & NON ACADEMIC ACTIVITIES
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1.7 Financial Support to Teachers for attending Conference/Workshop/ Seminar

To improve the quality of faculty, a proposal has been made to incentivize faculty participation in various activities such as Faculty Development Programs (FDPs), publications, conferences, seminars, workshops, and industrial training. The process for sponsoring faculty members to attend these programs is as follows

- At the start of every semester. Academic schedule for the semester, and their responsibilities have been released to all teaching and non-teaching staff members. Based on that, the faculty members have to plan for the skill enhancement courses like FDP, conferences, workshops, industrial trainings, etc.
- HoD or the Principal may conduct department meeting and group the Faculty Members based on their specialization or willingness to learn the technology.
- Finding out the relevant programs organized in reputed institutions/organizations sharing the Program options like Atal. AICTE AU, etc., sheet to all Faculty members.
- Finalization of number of program can be attended by an individual faculty members and the need of attending.
- The request letter has to be submitted to the Principal office through HOD and the Principal has to recommend for further necessary payment process.
- On the approval of HOD. Administrative officer and cashier, faculty members can avail the benefits to proceed for the program.
- Faculty member will provided with on-duty to attend FDP. Each faculty member can be availed the approved number of ODs.
- After the FDP faculty member have to submit the resort and the Certificate copy to their respective departments for Claim Verification.
- For faculty attending online courses, Conference, Workshop and FDP/STTP the following allowance will be provided:

Type of Event	Eligibility Limit Inclusive of Taxes
Online Course	Rs. 1000
Conference	Rs. 6000
Workshop	Rs. 5500
FDP/STTP	Rs. 5000




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