



Chelembra, PO. Pulliparamba, Malappuram Dt., Kerala - 673634.

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Approved by Pharmacy Council of India, New Delhi and Affiliated to Kerala University of Health Sciences, Thrissur

POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO FACULTY

Objective

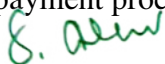
To elaborate the procedure of sponsoring the faculty members for attending the programs

Responsibility

- || All the teaching staff
- || HOD
- || Principal- Head of the institution

Policy

- At the start of every academic year, Academic schedule for the semester have been released to all teaching and non-teaching staff members
- Based on the academic schedule, the faculty members have to plan for the skill enhancement courses like FDP, conference, workshops, industrial training, etc.
- HOD or the Principal may group the faculty members based on their specialization. It may be done by conducting department meeting to group the faculty based on their specialization or willingness to learn the technology
- Finding out the relevant programs organized in reputed institution/organizations.
- Sharing the programs options like Atal, AICTE etc sheet to all faculty members
- Finalization of numbers of program can be attended by an individual faculty members and the need of attending
- The request letter submitted to the principal office and the principal has to be recommended for further necessary payment process.


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- On approval of Managing Director, faculty members can avail the benefits to proceed for the program
- Faculty member will provided with on duty to attend the FDP. Each faculty member can be availed the approved number of ODs



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