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T.K.M. COLLEGE OF ARTS & SCIENCE

KOLLAM - 691005 (Kerala State)

REACCREDITED BY NAAC with A++ GRADE (CGPA-3.67)

Ref: 321A/2023/TKMCAS

Date ..12-04-23

POLICY DOCUMENT ON FINANCIAL ASSISTANCE TO TEACHERS 2023-24

T. K. M. College of Arts and Science has always been committed to achieve excellence in academic performance; one of the primary means of ensuring quality education is by encouraging the faculty members to remain updated in the various aspects of teaching-learning process and stay abreast of the latest developments in their respective fields. Through the interventions of the College Council, Academic Advisory Council and Research Committee, TKMCAS encourages teachers to attend Seminars, Conferences and Workshops to enhance their academic rigour. In this spirit, the College has adopted a policy of providing financial assistance towards membership fees of professional bodies as well as registration fees, logistics expenses for attending academic programmes.

Policy Guidelines for Financial Assistance

Monetary assistance will be provided for involvement in the following academic activities:

1. Orientation/ Faculty Induction Programmes and Refresher Courses
2. Seminars, Workshops, Conferences
3. Faculty Development Programmes
4. Membership fees of professional bodies

Financial Support Pattern:

Type of Activity	Financial Support (upper limit)	Head
Membership fee in Professional Bodies	2500	Membership fees
International-level Seminars/ Conferences / Workshops	2500	Registration fees /Travel Allowance
National-level Seminars/Conferences /Workshops	1500	Registration fees/ Travel Allowance
State-level Seminars/ Conferences / Workshops	500	Registration fees/ Travel Allowance
Orientation/Refresher Courses/ Faculty Induction Programme	1000	Registration fees
FDP	1000	Registration fees

The extent of monetary support will be determined by variables such as the relevance / nature of Seminars/ Conferences/Workshops, registration fees stipulated by the organizers, request submitted by the attendees and the availability of funds.

Leave Policy

The College grants duty leave to faculty members attending Seminars / Conferences /Workshops as per the guidelines of Deputy Directorate of Collegiate Education.




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