



POLICY FOR FINANCIAL SUPPORT

The college encourages its faculty members to participate in national and International seminars / workshops conducted by Higher Education Institutes, Research Institutes / Organizations etc. It helps them to get exposure to new arcs of research and benefiting them as well as their pupils.

Financial assistance may be provided for the following purposes:

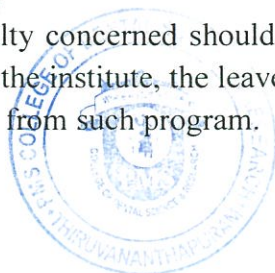
1. For Teachers delivering key note address / plenary lectures.
2. Those contributing a paper
3. Those invited to chair a session.
4. Those invited under International Collaboration / Exchange Programmes.
5. Those invited to give Symposia / talks / invited lectures.
6. For training and workshops in Professionals / Faculty Development Programmes.

THE OPERATIVE GUIDELINES

- a) The eligible faculty members may be deputed once in a year for presenting his / her paper in conference / workshop / seminar.
- b) The institute will reimburse train / air fare (actual or entitlement whichever is less) and the delegate fees for attending the seminar / workshop. Other expenses shall be born by the faculty.
- c) Special leave of 10dayswill be granted for attending seminar / workshop / conference in a year.
- d) Onetime payment membership fee for the National association / Academic for each specialty will be considered as per their eligibility.

The applicant for nomination to the program shall comply with the following:

- a) The application should be submitted to the HR office at least 30 days in advance of the date of the seminar with the details of research paper selected for the publication and should be forwarded through the HOD & Principal.
- b) An acceptance letter from the organizing secretary of the programshould also be attached with the application.
- c) In case of workshop, there has to be an invitation from the coordinator of the workshop. The institute will see whether the workshop will sharpen the skills of the participant, and then only will allow him/her for attending the workshop / seminar / program.
- d) The faculty concerned should give a statementcontaining the probable amount to be spent by the institute, the leave of absence and the academic development; he is likely to derive from such program.



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- e) After returning from the program, he/she will submit a report in writing of the event along with the certificate of participation and submit the vouchers for reimbursement of the amount incurred further event, within a week of his/her return.

AMOUNT OF SUPPORT

The quantum of assistance depends on each proposal but will not exceed Rs. 50,000/- (Rupees fifty thousand only) for an international conference, and Rs. 30,000/- (Rupees thirty thousand only) for a National conference. The college however, may relax these ceilings in exceptional case.

The Financial support per year has been designed and categorized in the following way:

- | | | |
|--------------------|---|-------------------|
| A. Professor/Dean | - | up to Rs 25,000/- |
| B. Reader | - | up to Rs 15,000/- |
| C. Senior Lecturer | - | up to Rs 10,000/- |




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