



# EMEA TRAINING COLLEGE, KONDOTTY

(Recognized by NCTE & Govt. of Kerala and affiliated to the University of Calicut)

Kumminiparamba (P.O.), Malappuram (Dt), Kerala-673638

E-mail: emeatrainingcollege@gmail.com, website : www.emeatc.ac.in. | Ph: 0483 2716533

Ref:

Date.....

## FINANCIAL SUPPORT POLICY FOR FACULTY PROFESSIONAL DEVELOPMENT

### 1. Preamble:

EMEA Training College recognizes that the continuous professional development of its faculty is essential to maintaining academic excellence. This policy provides guidelines for financial assistance to faculty members for participation in seminars, workshops, conferences, training programmes, and for membership in professional bodies, as well as for undertaking minor research projects.

### 2. Objectives:

The objectives of this policy are to:

- Encourage faculty participation in approved professional development activities.
- Support minor research initiatives and promote knowledge creation.
- Foster a culture of collaborative learning by sharing knowledge gained from these activities.

### 3. Eligibility:

All regular faculty members of EMEA Training College are eligible to apply for financial support.

### 4. Categories of Financial Support:

Financial assistance is provided for the following purposes:

- a. Seminars, Conferences, and Workshops – Registration fees for approved academic events particularly whom paper presentations are made.
- b. Professional Memberships – Annual fees for recognized professional bodies related to teaching and research.

DR. ABDUL KADER PARAMBAT  
PRINCIPAL  
EMEA TRAINING COLLEGE  
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- c. Minor Research Projects – A research grant is provided to cost effective high valued research endeavors undertaken by faculty members.

#### **5. Application Procedure:**

Faculty seeking support must submit a written application to the Principal.

The application should include:

- Details of the programme or activity
- Its relevance to teaching, learning, or research
- Expected benefits to the institution and students

The Principal, in consultation with IQAC, will review and approve applications based on their alignment with the institution's objectives.

#### **6. Leave Provision:**

Faculty attending approved events are entitled to up to ten (10) days of duty or paid leave.

#### **7. Responsibilities of Faculty Members:**

Faculties receiving financial support are required to:

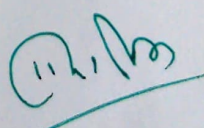
- Participate actively in the approved professional development activity.
- Share the knowledge and insights gained with colleagues.
- Submit relevant documentation or reports as required by the institution.

#### **8. Monitoring and Reporting:**

The institution will maintain a record of all approved financial support and ensure that faculty obligations are fulfilled.

#### **9. Policy Review:**

This policy shall be reviewed periodically to ensure its effectiveness and updated as necessary.

  
**DR. ABDUL KADER PARAMBAT**  
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