



**LOURDES MATHA**  
COLLEGE OF SCIENCE & TECHNOLOGY  
Bureau Veritas Certified ISO 9001-2015 Institution  
Managed by Archdiocese of Changanacherry



## **Lourdes Matha College of Science and Technology**

### **6.3.2 POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO TEACHERS FOR ATTENDING CONFERENCE WORKSHOP**



**PRINCIPAL**  
LOURDES MATHA COLLEGE OF  
SCIENCE & TECHNOLOGY  
Lourde Hills, Kuttichal P.O.,  
Thiruvananthapuram Dist. 695 574



## **POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO TEACHERS FOR ATTENDING CONFERENCE WORKSHOP**

**Preamble:** The policy of providing financial support to the teachers is in force in order to encourage faculty members to attend the conference and workshop organized by institutes of national reputation and towards registration fee, support for paper presentation and academic paid leave.

### **Objectives:**

1. To encourage the teaching staff for presentation of research papers in conferences of national and international repute.
2. To support the teaching staff to avail opportunities for discussing the novel development, emerging technologies and future prospectives in their field of interest.
3. To support teaching staff to promote teaching learning, research extension activities and governance through participation in conferences and workshops.
4. To enhance their academic expertise in line with current trends and developments.

### **Policy regarding attending of conference/ workshop/ seminar**

A faculty is allowed to attend Conference/Seminar/Workshop/FDPs at international level and national level once in a financial year by providing support for registration subject to fulfillment of following conditions:-

1. The faculty members have to present a paper or chair a session and have been officially invited to this effect.





**LOURDES MATHA**  
COLLEGE OF SCIENCE & TECHNOLOGY  
Bureau Veritas Certified ISO 9001-2015 Institution  
Managed by Archdiocese of Changanacherry

2. Conferences/ seminar/ workshop related to the area of interest of faculty members.
3. Ensure at least 50% of the faculty is on duty at a time in the college.
4. No DA will be paid and faculty members will be granted academic leave. In case of local conferences etc. only registration fee will be paid and academic leave granted.
5. Fulfillment of instructions issued by the Govt. of India from time to time for going abroad.
6. In case of attending an international conference, the applicant should have cleared his/her probation successfully.
7. Subject to the condition that only 20% of a teacher's strength in a department would be deputed for such an international conference etc.



PRINCIPAL  
LOURDES MATHA COLLEGE OF  
SCIENCE & TECHNOLOGY  
Lourde Hills, Kuttichal P.O.  
Thiruvananthapuram Dist. 695 574