



**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY**

Vidya Nagar, Palissery, Karukutty, Kerala 683576

**Criteria 6:**

**Governance, Leadership and Management**

**6.3 Faculty Empowerment Strategies**



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**Policy Document on Providing Financial Support to Teachers**



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Accredited by NAAC, Affiliated to APJ Abdul Kalam Technological University, Kerala and Approved by AICTE, Govt. of India  
An ISO 9001:2015 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2628000 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

## Staff Welfare Policy

### for SCMS School of Engineering & Technology

The most precious resource in an organization is its Human Resource, and the organization must take steps to ensure their wellbeing. Welfare measures are implemented to encourage a healthy, physical and mental state. The employees are given institutional support for professional development initiatives and training. The management decides to provide assistance to employees in the event of serious health concerns.



**PRAMOD P THEVANNOCH**  
VICE CHAIRMAN  
SCMS GROUP OF EDUCATIONAL INSTITUTIONS



**PRINCIPAL**  
SCMS SCHOOL OF ENGINEERING & TECHNOLOGY  
VIDYANAGAR, PALLISSERY, KARUKUTTY  
ERNAKULAM, KERALA-683 576



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## Faculty Development Program Financial Assistance Policy

The institution promotes continuous professional development and encourages its faculty to take initiatives to attend various trainings and professional development programs.

### *Objective:*

The Faculty Development Program Financial Assistance Policy aims to support and encourage faculty members to enhance their professional development by attending relevant faculty development programs / Conferences / Workshops / Trainings / Professional Body Memberships. This policy outlines the eligibility criteria, application process, and terms for providing financial assistance.

### *Eligibility:*

1. Full-time faculty members with a minimum of 1 years of service are eligible to apply for financial assistance.
2. The faculty development program must be directly related to the faculty member's field of expertise and contribute to their professional growth.


### *Limit of Financial Assistance:*

1. The maximum financial assistance amount for Assistant Professor shall be Rs. 5000/- and for Associate Professors and Professors shall be Rs. 15000/-.
2. Financial assistance will be provided on a reimbursement basis, and faculty members must submit valid receipts or proof of attending the training or development program.

### *Financial Assistance Categories:*

1. Registration Fees: The organization will cover the full or partial cost of the faculty development program registration fees.
2. Travel Expenses: Reimbursement for travel expenses (e.g., airfare, accommodation, transportation) may be provided based on the distance and the availability of funds.
3. Material and Resource Costs: Financial assistance may be granted for the purchase of relevant materials or resources required for the faculty development program.



  
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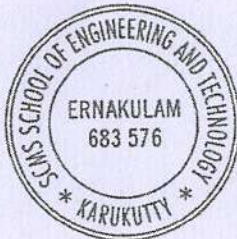
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### *Review and Amendments:*

This policy will be reviewed periodically to ensure its relevance and effectiveness and amendments shall be made by the Management, based on the changing organizational needs.

SCMS School of Engineering and Technology aims to foster a culture of continuous learning and development, ensuring the sustained growth and excellence of our faculty members, by adhering to this policy.



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