

21. POLICY ON ATTENDING CONFERENCES, SEMINARS AND WORKSHOPS

Version 2.0

Page 1 of 2

Objective: To encourage faculty participation in conferences and workshops that enhance professional growth and the institution's academic standing, with clear guidelines on eligibility, support, and approval processes.

Eligibility: Faculty members with minimum of three continuous years of service with any institution of SCMS Group are eligible to start applying for this provision.

Effective From: 05th February 2025

Approval Process: Faculty members who satisfy the eligibility criteria and intend to attend a particular conference/seminar/workshop within the state of Kerala or outside will have to seek permission from their respective HOD in advance.

In the absence of the HOD, the request has to be approved by the Head of Institution.

Listed below are some of the salient points of this policy:

1. The experience of Faculty members with SCMS will be a factor to decide their eligibility to attend conferences, seminars and workshops as suggested in the table below:

Years of Experience with SCMS	Location	Eligibility Amount	Frequency of application	Approving authority
Min. 3 years	Within Kerala	Upto max. Rs. 5,000/- per event	Once in a year	HOD/HOI
Min. 5 years	Outside of Kerala, within India	Max. upto Rs. 10,000/- per event	Every alternate year	HOD/HOI
Min. 10 years	International	Upto max. USD 350	Every alternate year	Group Director

2. The HOD is permitted to utilise allocated department funds to sponsor these events on behalf of the institution for locations within Kerala and India. In case the HOD finds merit in the event beyond the permissible limit or eligible criterion, approval can be sought from Group Director.
3. Faculty member should apply to the respective HOD/HOI for permission to attend the event stating all details of the event for HR records.
4. The sanctioned amount is to be utilised only towards event registration fee. Other expenses like travel, accommodation and food expenses will be guided as per the existing travel policy.
5. To ensure the faculty members meet attend such events of a certain benchmark, it is imminent that the approving authority looks into the organisers of the conference, seminar and workshop. HOD has to ensure a knowledge sharing session is held after attending the same.

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Page 2 of 2

1. A faculty member is permitted to utilise this sanctioned amount only towards registration fee as mentioned in the table above, unless he/she has been nominated by the Institution for additional events.
2. Faculty members attending the event will be given 'On Duty' for the particular day.
3. For outstation events wherein day travel is involved, the day before and day after the event will also be eligible for 'On Duty'. This facility is not available if the event venue can be reached by overnight travel.
4. Faculty members who are nominated by the Institute to attend programmes or events will be eligible for 'On Duty'. However, the registration fee will be paid by the Institution and cannot be claimed as a reimbursement.
5. Governing Council approval to be sought for any deviations over and above what is stated above.
6. At the time of submitting reimbursement claims to Accounts, faculty members are required to ensure that all relevant documents are enclosed to facilitate timely processing. The required documents include:
 - i) Approval from the HOD for participation in the Seminar/Conference/Workshop
 - ii) Registration Fee details
 - iii) Proof of Attendance of conference (for HR Records)
 - iv) TA Bills wherever applicable
 - v) Proof of Knowledge sharing session conducted.
 - vi) Entry of Conference/Seminar details on LMS software
 - vii) A copy of the above mentioned files to be copied to the RACE and IQAC team for institutional records.