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# ARPUTHA

## COLLEGE OF ARTS AND SCIENCE

*(Affiliated to Bharathidasan University)*  
(Recognized Under Section 2(f) & 12(B) of the UGC Act 1956)

Arputha Nagar, VAMBAN – 622 303. Alangudi -TK.Pudukkottai - Dt.

### Financial Support to Teaching and Non-teaching Arputha College of Arts and Science for Academic Activities

The IQAC at Arputha College of Arts and Science constantly encourages its staff to participate in professional training programmes such as Faculty Development Programmes, Refresher Courses, Faculty Induction Programmes, Orientation Courses, and Hands-on Workshops etc. The college encourages and financially supports the staff to participate in academic activities in order to facilitate academic growth and enrich the teaching learning process and enhance their academic proficiency. Therefore, a policy is being formulated for setting up guidelines for such financial incentives.

#### POLICY PURPOSE AND OBJECTIVE

- To financially support the teaching staff to attend training programmes such as Faculty Development Programmes, Refresher Courses, Faculty Induction Programmes, Orientation Courses, and Hands-on Workshops etc.
- To enhance academic knowledge and promote academic enrichment and growth of the teaching staff.
- To encourage and financially support the teaching staff to participate and become members of professional bodies and academic societies and institutions.

#### FEATURES OF THE POLICY

Instituted by: IQAC

Funded by: Arputha College of Arts and Science

#### Application:

- The faculty member who wishes to avail the financial support is required to submit an application to the principal with all the details such as date/duration of the programme, objectives of the programme, actual/ expected expenditure and certificate of participation/membership and other relevant documents.





### **Benefits:**

- To reimburse the registration fee upon submission of form and final approval of the principal for professional training programmes such as faculty development programme, induction programme, conference, seminar, hands-on workshop, refresher course, orientation programme etc.
- To allow duty leave to attend the academic programmes
- To exempt the registration fee for its teaching staff to attend the professional training programmes organized by Arputha College of Arts and Science.
- To provide membership fee to teaching staff to become member of professional bodies and academic societies.

### **PROCESS AND PROCEDURE**

1. The faculty will seek initial permission to attend the academic programme.
2. The faculty will apply for duty leave and/or NOC, as required.
3. On getting the permission, the faculty member will attend the programme.
4. The faculty will resume the duty upon completion of the programme along with submission of certificate of completion.
5. The faculty will submit the application seeking financial support with the following documents
  - a. Initial permission letter
  - b. Proof of duty leave
  - c. NOC, if any
  - d. Receipts for registration fee
  - e. Certificate of participation
  - f. Joining letter after duty leave
6. The principal will approve the final application.
7. Once approved, the accounts department will reimburse the expenses after verification of the documents submitted

\*The policy is subject to periodic review



  
**PRINCIPAL**  
ARPUTHA COLLEGE OF ARTS & SCIENCE  
VAMBAN - 622 303.