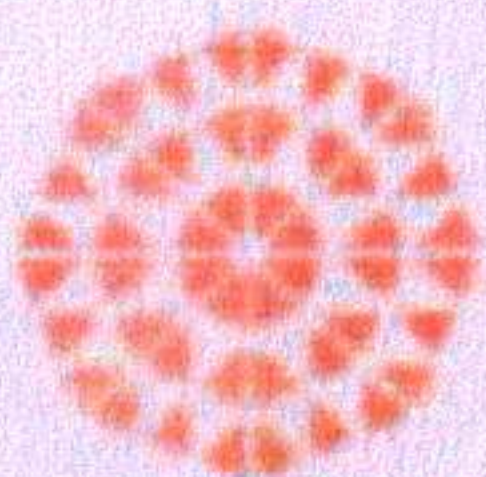




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TO WHOM SO EVER IT MAY CONCERN

This is to certify that the information in the attached document is verified by me and is true to the best of my knowledge.

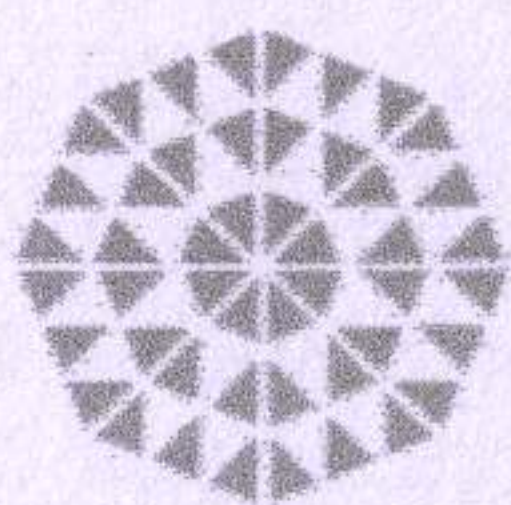


PRINCIPAL

Dr. MANOJ KUMAR. K.P
Principal
KMCT Dental College
Manassery, Mukkam

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6.3.2 POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO TEACHERS

FINANCIAL SUPPORT FOR CAREER ENHANCEMENT

- Professional Body registration
- FDP & Training programs
- Conferences, Seminar & Workshops
- Publication

Professional Body Registration

The employees who have successfully completed 4 years of service in the college are eligible for reimbursement of professional body registration fee. The receipts of registration of professional body and its renewal shall be submitted to the office through concerned department heads. The administrative officer will verify it and forward to the Principal for approval. The finance department will reimburse the approved amount to the respective staff.

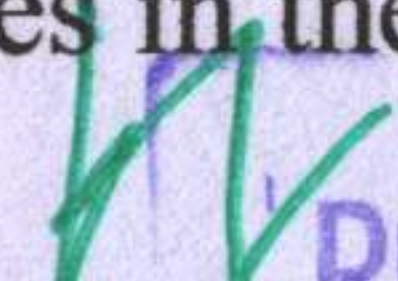
Faculty Development Program (FDP) & Training program

Definition of FDP

The online or offline programs aimed at updating the knowledge, pedagogical and research skill of the faculty, approved by the UGC/AICTE/KUHS/DCI conducted by recognized body or academic institutions with minimum one day duration.

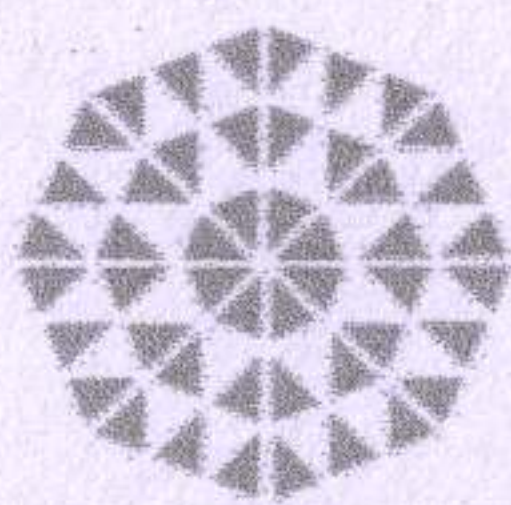
It is mandatory that each faculty shall attend at least one FDP in an academic year. During the initial four years of service in this college, faculty shall maintain their professional skill by attending required development program on their own expenses. Employees who completed 4yrs of service in this college are eligible for reimbursement of expense related to the FDP.

The College will reimburse the registration expenses for the FDPs conducted within the state. The expenses of National and International FDPs will be reimbursed on actual expenses for registration fee, TD and DA on production of original bills. Faculty shall take prior permission from the Principal through HODs sufficiently early before the programme. HODs shall take necessary measure for the smooth conduct departmental activities in the absence of the faculty.


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Centre of KUHS College
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Training Programme

All faculties shall attend training programs as per the DCI norms

- One training program per academic year is mandatory for all senior lecturers
- All PG teachers (Reader and above) shall attend teacher's Training programme once in three years.

Reimbursement of expenses in connection with training program is same as FDP.

Conferences, Seminar & Workshops

To attend a conference

To attend conference a request with confirmation letter from the organizers of the conference has to be submitted to the office through HODs. The administrative officer after verification will forward to the Principal for approval. The Management will bear 50% of the registration fee of the conference, subject to a maximum of Rs. 5000/- per person per academic year.

To present a paper in conference

To present a paper in conference a request with the acceptance letter from the organizers of the conference should be produced along with the respective HOD's recommendation along with full paper for presentation in the conference has to be submitted to the Principal.

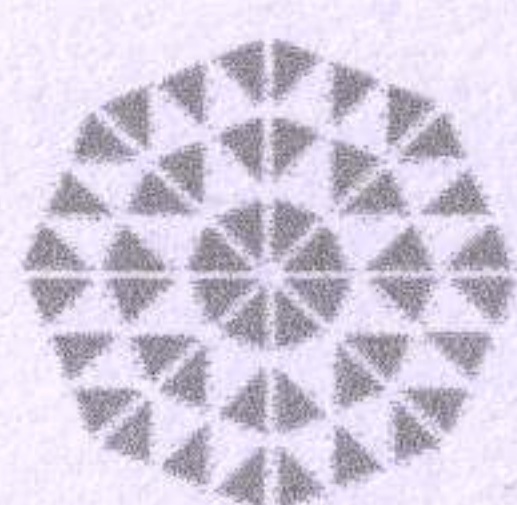
The faculty member has to present the paper in front of a panel comprising of Head's and senior faculty and on looking at the nature of the conference, presentation, quality of the paper and other details will recommend to the Principal, who will forward the same to the Director (Operations) for approval. Management will bear 50% of the cost of the conference registration fee subject to a maximum of Rs. 5000/- for a conference in an academic year. In addition, on submission of the presentation certificate from the organizers, the faculty will be rewarded with Rs.3000/- for national conferences (Rs. 1500 for the first author and Rs. 1500 for all the other authors together, if the paper is authored by more than one person), and Rs. 6000/- for international conferences (Rs. 3000 for the first author and Rs. 3000 for all the other authors together). The rewards will be considered only if the paper is published in the conference proceedings.

Publications

The author(s) has to submit the reprint to the Research Committee for availing the rewards for the publication. The research committee will make the recommendation to the Principal, who will forward the same to the Director (Operations) for final decision in the matter.

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Honorarium for Research Projects

An honorarium of Rs.5000/- per month subject to a maximum of Rs.50,000 will be granted to the faculty member who is the principal investigator of a research project funded by national agencies like UGC, AICTE, CSIR, DST, DRDO, ISRO, DAE etc if the fund exceeds Rs. 2.5 lakhs for an academic year. Additional facilities like space, infrastructure etc can also be provided at the discretion of the management.

Consultancy Projects

Suitable incentive will be granted to a faculty person who takes up consultancy project from an industry/research organization and if the income from the project exceeds Rs. 2.5 Lakhs per annum.

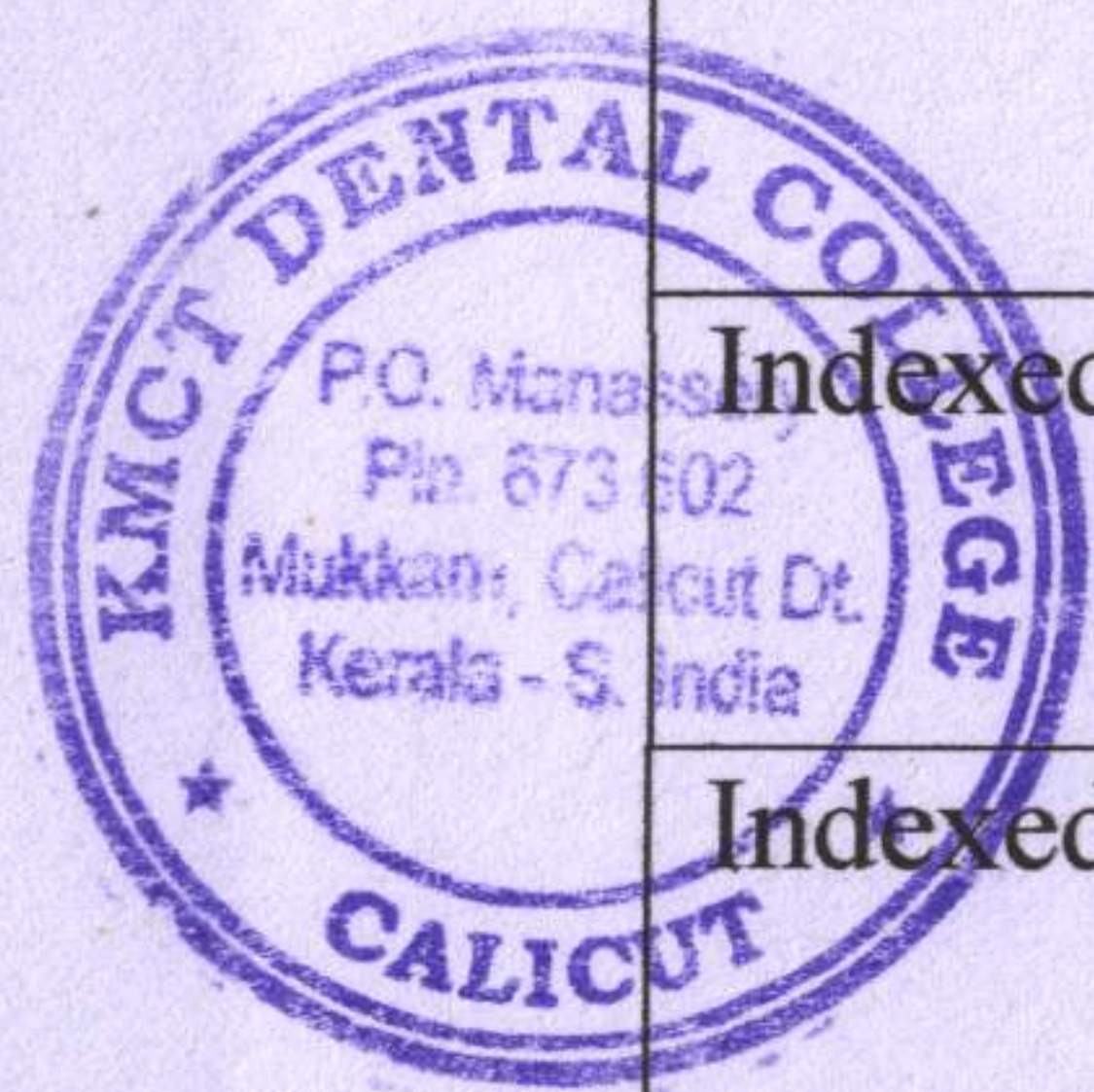
Other norms

A faculty member can avail a maximum of Rs. 50,000/- per annum for carrying out preliminary research in frontier areas of drug discovery. Number of faculty members participating in a conference shall not exceed 50% of the sanctioned strength of a department in a Year. The faculty member is not permitted to attend/ present a paper in a conference more than two times in a year. Publications/patents should be in the name of National College of Pharmacy, Manassery P.O, Kozhikode and the reward/benefit will be a property of the college. For joint work with M.Pharm students, the incentive will be divided in the ratio 1:3 between the faculty and the student(s). Management has the right to review or modify the scheme at any time, without prior notification.

Financial incentive for Publications other than research publication

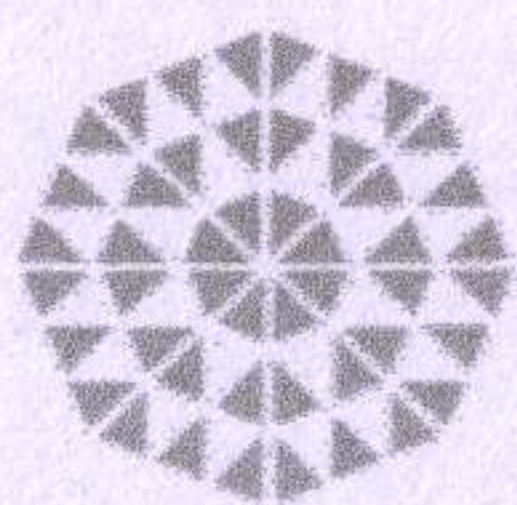
Teachers who publish articles in reputed journals will be eligible for financial assistance the quantum of which will depend upon the nature of the journal as shown below.

Type of Journals	Quality	Article Type	Assistance
Indexed journals	Impact factor below - 1	Full paper	Rs. 2,000
Indexed journals	Impact factor between 1 and 2	Full paper	Rs. 5,000
Indexed journals	Impact factor between 2 and 3	Full paper	Rs. 7,000
Indexed journals	Impact factor between 3 and 5	Full paper	Rs. 10,000
Indexed journals	Impact factor above -5	Full paper	Rs. 15,000



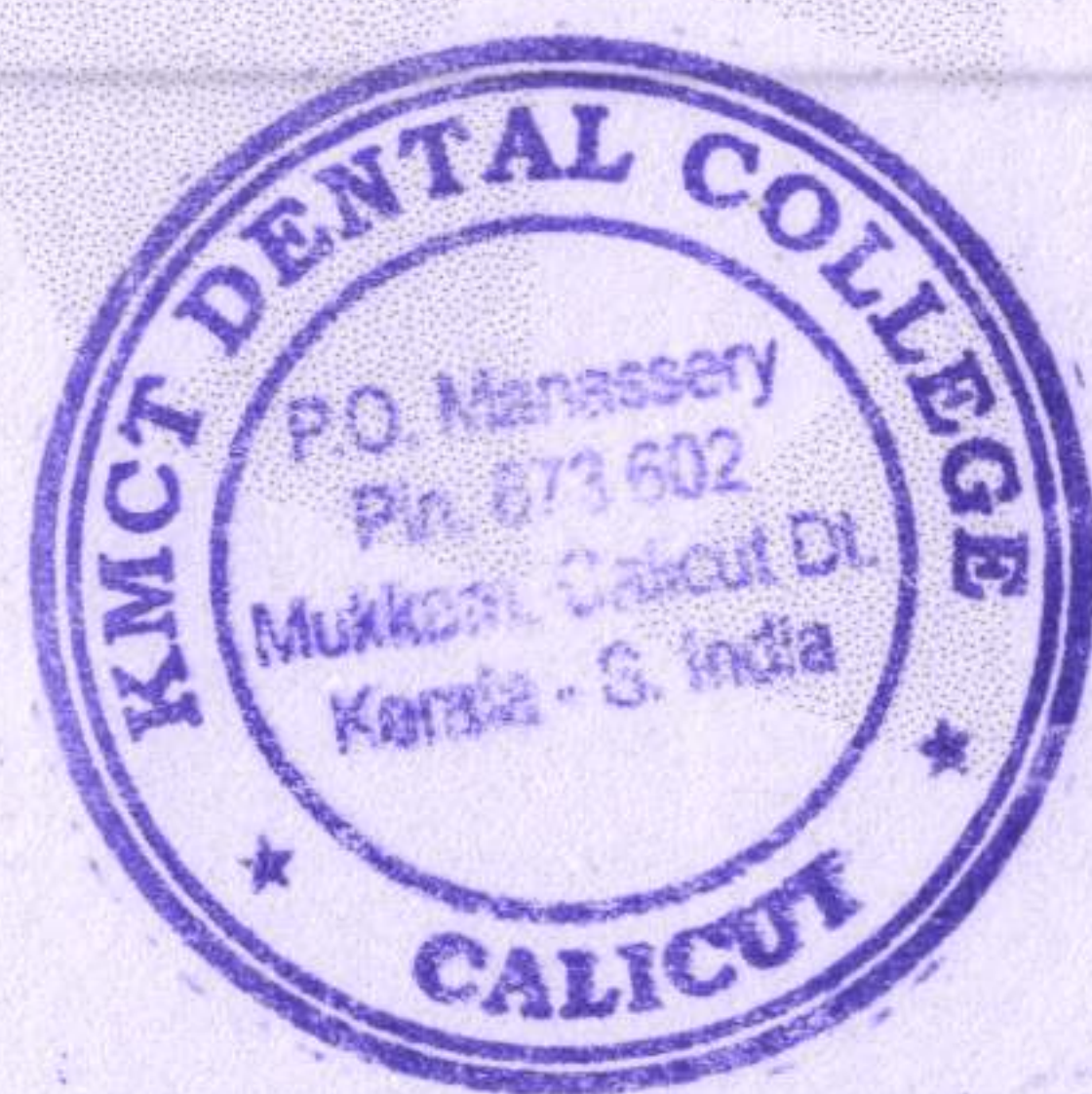
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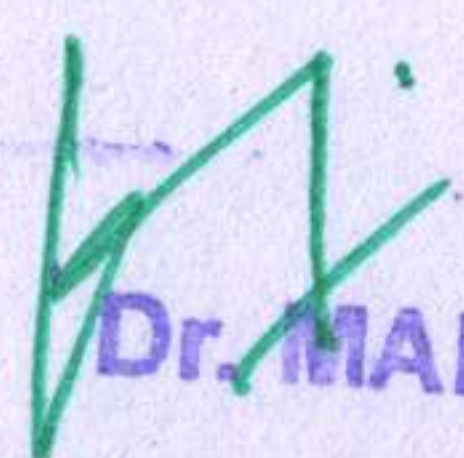
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Impact factor is based on SIF (SC Imago). Assistance is payable only if full paper is published and not for publication of abstract. The faculty members for availing the benefit have to submit a request along with a copy of the published paper (reprint) and the latest Impact factor of the journal, from reliable sources to the Principal through the concerned Department Head. Documentary proof for refereeing should be submitted along with the application. All journals should have ISSN numbers from national or international centres. A maximum of four publications in a year will be eligible for financial incentive under this scheme.




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