



# M.E.S COLLEGE ERUMELY

(Approved by Govt. of Kerala & Affiliated to Mahatma Gandhi University)

A Minority Institution Certified by National Minority Education Commission

## POLICY DOCUMENT OF FINANCIAL ASSISTANCE FOR STAFFS FOR ATTENDING FDP, SEMINARS etc.

To ensure that quality education is being imparted, the management decided to provide financial assistance to the faculty members, those who attend various Teaching quality assurance programmes. It includes attending seminars, FDPs, conferences, workshops etc... The cash reimbursement may be in the form of traveling expenses, payment of registration fees etc...

As per the policy of the management there is the provision for the faculty to reimburse of their expenses which came under the following:

- Transportation Expenses
- Cost of Registration

In order to avail the financial assistance, the faculty must submit a request to the principal which comprises the date of the programmes, class arrangement of the date, invitation letter etc.

After attending the programmes the faculty should submit the proof of expenses along with the Participation Certificate to the principal at the earliest.

The Principal of the institution will verify and take necessary steps for the reimbursement.

  
Prof. (Dr.) ANIL KUMAR S.  
PRINCIPAL  
MES COLLEGE ERUMELY



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