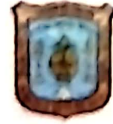




**K.H. GOVERNMENT DEGREE COLLEGE**  
**DHARMAVARAM- 515671**  
Sri Satya Sai Dist. Andhra Pradesh. India.



**POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFFS TO ATTEND  
FACULTY DEVELOPMENT PROGRAMMES, CONFERENCES, WORKSHOPS,  
SEMINARS AND SYMPOSIA**

KHGDC strongly believes that research and quality improvement in the teaching and learning process contributes a lot to classroom excellence. Remarkable changes are taking place in the structure of education. Teachers should be updated according to these revolutionary changes. Faculty members should upgrade their academic knowledge through the platforms provided by the CCE and KH Govt. Degree College adopted a policy for supporting the faculty members in this aspect.

**Policy Statement**

This programme intends to assist faculty members in advancing their academic careers. The goal is achieved by offering financial assistance to educators and encouraging them to attend seminars, symposia, conferences, workshops, and training workshops held in various educational institutes. This would aid in sharing knowledge, fostering academic growth, increasing collaborations and networking. This also helps to create a conducive environment for academic study. The outcomes of such interactions and interventions would improve teachers' professional and personal effectiveness, resulting in institutional, individual, and student academic achievements.

**Objectives**

1. Provide financial assistance to all teaching faculty for the following:
  - Attending or participating in seminars, symposia, conference workshops, refresher courses, course works of PhD programmes, book publications, and training workshops in India and abroad.
  - Encouraging faculty members to apply for travel grant funds.
  - Providing financial assistance to faculty members in the form of reimbursement of registration fee and DA/TA to encourage their participation in various conferences/workshops for professional development.
  - Professional Development Programs, Capacity Building, Faculty Development Programmes (FDPs).
2. To arrange academic exchange Programmes for faculty members with reputable academic institutions whenever it is deemed essential.



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3. To promote and motivate faculty members to avail funding assistance for research, outreach/extension activities, or nationally recognized UGC programmes from various funding organizations.
4. To offer training programmes and financial assistance to qualifying teaching faculty members/members, as needed, for programmes given by corporate partners for softwares/courses essential for the smooth operation of the Institution's collaborative programmes.
5. To organize career and skill capability enhancement programmes.
6. To provide funds at the departmental level for guest lectures, seminars, and field visits, as well as performing association events, joint activities, and outreach programmes.

#### **Scope of the Policy**

The policy extends to all levels of academic/research activities, but not to any type of certification programme. Participation in such programmes is contingent on local need evaluations and approval, among other things, and is consistent with the institution's requirements. The faculty should align their participation with academic content standards, or research standards as enumerated in the Research Policy.

#### **Policy Guidelines**

Staff Members-Teaching and non-teaching staff members who are on a permanent basis and are on probation will be eligible for grants under the following circumstances:

- Financial support for the teachers to attend workshops, FDPs, and conferences to improve their intellectual capacities.
- Financial assistance is available, and faculty members are encouraged to attend workshops, trainings, and refresher programmes.
- The faculty member must have completed his or her probation in order to avail this financial support.
- v. After probation, faculty members are encouraged to apply for UGC grants and other funding agencies with the Principal's approval.



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**Procedure of Availing the Grant/Aid**

- In the case of national conferences/seminars, applications should be sent to the Principal at least 7 days in advance.
- The Research Advisory Committee (RAC) scrutinizes the applications for their relevance and need.
- If there are multiple applicants from the same department, the principal's decision is final.
- In the event of research paper presentation funding, if the paper is co-authored, the first author will be given preference. However, the application should include No Objection Certificates from the second author(s).

**Reports/Outcome Recording of Such events**

- Within a week of returning, the staff member must submit a detailed report together with the bills for reimbursement.
- On submission of original copies of air travel tickets, visa, boarding passes, attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings, the expenses incurred will be refunded.
- In the case of any training programme attended by the staff, the details of the programme /learning experience should be presented to the respective department within a week of their return.
- Copies of participation certificates, best paper certificates, and other relevant certificates should be handed over to the Research Department.

  
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