

GUIDELINES FOR ATTENDING FACULTY DEVELOPMENT PROGRAMME

Objective: The institution encourages a continuous learning environment for students and faculty members. To encourage such learning initiatives, SCMS group has offered a cost reimbursement benefit to faculty members who have successfully completed their probation period, subject to certain conditions and guidelines as listed below:

Eligibility: Confirmed faculty members of SCMS Group

Effective from: 1st August 2023

1. Every faculty member has to attend a minimum of **one** 5 day FDP (offline) in an academic year. In the case of an online FDP, it should be for a minimum duration of 8 weeks.
2. For the working days when attending the FDP, the faculty member will be permitted 'On Duty' leave from their regular work, subject to approval from HOD. However, the classes or other responsibilities at work, will have to be made up without further delays.
3. In case of holidays or Sundays falling in between the FDP days, no compensatory off will be permitted.
4. Completion of a 5 day FDP is eligible for the reimbursement benefit, provided the topic is relevant to the course assigned to the faculty member. The HOD has discretionary powers to deny the reimbursement benefit, at the time of application, if the topic is irrelevant to the course.
5. The Institution will bear the expenses for the registration fee up to a maximum limit of:
Rs. 5,000/- for programmes within Kerala
Rs. 10,000/- for programmes within India
USD 250 for international programmes
However, travel reimbursement to locations will be guided by the travel policy terms of the Institution.
6. Attendance in FDPs at International locations have to be additionally approved by the Head of the Institution, prior to registration process. The 5 day FDPs hosted by the Institution will not be eligible for reimbursement scheme.
7. All costs borne by the Institution will be in the form of reimbursements only subject to submission of FDP completion certificate and proof of 'Knowledge Sharing' Session for dept. colleagues. Travel advances are not permitted in this case.

8. The reimbursement structure will be as bellow:

| Exp. With SCMS | No. of FDP programs eligible | | |
|-------------------|------------------------------|-----------------------|----------------------|
| | <i>Within Kerala</i> | <i>Outside Kerala</i> | <i>International</i> |
| 1 to 5 yrs. | 1 | Nil | nil |
| 6 to 10 yrs. | 1 | 1 | 1 |
| 10 yrs. and above | 1 | 2 | 2 |

9. Approval to attend International FDPs will be subject to evaluation of recent indexed publications, frequency of earlier international FDPs attended, relevance of the FDP topic etc.

10. Travel reimbursements will not be applicable for programmes attended online.

11. At the time of submitting expenses for reimbursement claim, faculty members have to kindly ensure that all relevant bills are enclosed for speedy processing of bills. This includes:

- i) Approval from HOD to participate in the FDP
- ii) Registration Fee details
- iii) Certificate of FDP Completion (for HR Records)
- iv) Travel tickets/bills (to and fro)
- v) Proof of Knowledge sharing session held
- vi) Entry of FDP on LMS software

12. It is recommended to use the department funds for reimbursement of the above. In the event the HOD funds falls short, the Principal has to immediately notify the Corporate Finance and ensure that the reimbursements are made without delays.