



Al-Badar Educational & Charitable Trust's
AL-BADAR RURAL DENTAL COLLEGE & HOSPITAL, KALABURAGI



Affiliated to Rajiv Gandhi University of Health Sciences Bangalore &
Recognized by Dental Council of India (New Delhi)



**POLICY FOR FINANCIAL ASSISTANCE TO TEACHERS TO
ATTEND SEMINAR/CONFERENCE/WORKSHOP AND OTHER
SCIENTIFIC EVENTS**

**AL BADAR RURAL DENTAL COLLEGE AND HOSPITAL,
KALABURAGI**

ARDCH | e-governance | 2016-2021



These guidelines should be called as “Policy for financial assistance to teachers to attend seminar/conference/workshop and other scientific events” for Al Badar Rural Dental College and Hospital, Kalaburagi.

Preamble

The institute encourages the faculty members to attend the seminar/conference/workshop and other training programs. To share their knowledge, academic growth and collaborations that would facility quality research and academic ambience. Based on the availability of resources with the institution that following guideline have been framed:

Objectives

- Provide financial support to teachers for participating in seminar/conference/workshop and training programmes.
- Providing support for staff exchange programme
- Providing support for attending faculty development programme

Fulltime employees whose probationary period is completed, will be eligible for travel grant.

if:

Invited to deliver keynote speech

Those who presenting the paper.

Those who are attending such programmes to enhance their knowledge.

Pattern of Assistance:

- a. Each Eligible Teacher will be provided maximum if Rs. 10,000/-
- b. In case of if amount is in sufficient teacher must search for the external funding or go in self-financed mode.
- c. TA/DA as per the admissible rule.

Application Procedure

Teacher shall apply in provided format (Annexure 1.) to the registrar at least 45 days before.

The Application should be submitted through the Head of the department with recommendation.



Procedure for Approval

1. Application should be submitted to the principal's office
2. Principal will scrutinize the application and will forward with recommendation to Secretary, Al Badar Educational and Charitable Trust
3. The Sanctioning authority will verify the suitability of the application based on the merit of research and relevance to the requirements of the institution.
4. The decision of the sanctioning authority will be final.
5. The sanction of the grant depends upon the availability of funds.

Leave Facility

1. Invited Talk: 2 Days
2. International conference: 6 days
3. For National conference: 4 days
4. For Faculty development programme 7 days

Processing of the application:

After the submission of application to the office, it will take 10 days to process. The final decision will be intimated to faculty member within 15 days.

Policy Version 1.0 1.7.2016

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SECRETARY
Al-Badar Educational & Charitable
KALABURAGI



Annexure 1.

**APPLICATION FORM FOR FINANCIAL ASSISTANCE TO FACULTY
MEMBERS TO PARTICIPATE IN SEMINAR/ CONFERENCE / WORKSHOP**

Name of the Faculty Member	
Designation	
Department	
Date of Birth	
Name of the event for which financial assistance is sought	
Date of the event	
Location	
Title of the paper if presenting the paper	
Amount Requested	

Signature of the Applicant
Date:

Only for office use :

Amount sanctioned from college:

Rs.

In words:

Account Officer:

PRINCIPAL