



# AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA  
& AFFILIATED TO KERALA UNIVERSITY OF HEALTH SCIENCE)  
RUN BY NOORUL ISLAM TRUST  
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Date .....

Date: 11-06-2018

## POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO TEACHING FACULTY

**Eligibility:** Only full-time staff members who have completed a minimum of six months of service in the institution are eligible to apply for financial assistance to attend conferences.

**Application:** The staff member should submit a written application to the Head of Department who then forwards it to the Principal of the institution, at least six weeks prior to the conference, with the following details:

- Name of the conference
- Date and venue of the conference
- Purpose of attending the conference (e.g., to present a paper, attend a workshop, gain new knowledge in a particular area)
- Expected outcomes from attending the conference (e.g., new ideas, best practices, networking opportunities)
- Estimated cost of attending the conference, including registration fees, travel expenses, accommodation, and meals

**Approval process:** The Principal will review the application and make a decision based on the following criteria:

- Relevance of the conference to the staff member's job responsibilities
- Potential benefit to the institution from the staff member's attendance at the conference



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Principal  
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- Availability of funds in the budget allocated for staff professional development
- Priority given to staff members who have not attended a conference in the past two years


**Notification:** The Principal will notify the staff member of the decision within two weeks of receiving the application. If the application is approved, the staff member will be provided with a letter of support for attending the conference and guidance on the process of claiming reimbursement.

**Reimbursement:** After attending the conference, the staff member should submit a claim for reimbursement with the following documents:

- Original receipts for all expenses claimed,
- A copy of the letter of support from the Head of Department.

Thus the institution can ensure a fair and transparent process for providing financial assistance to staff members for attending conferences, which can lead to a culture of continuous learning and professional development.

  
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