6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

INDEX SHEET

SL.NO	DESCRIPTION	PAGE
1.	Certificate Of The Head Of Institution	02-03
2.	Policy document from institution providing financial support to teachers	04-05

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA & AFFILIATED TO KUHS)

RUN BY NOORUL ISLAM TRUST

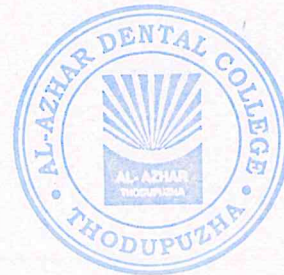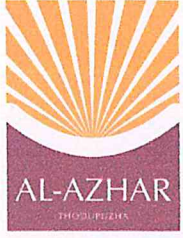**PERUMPILLICHIRA P. O., THODUPUZHA, IDUKKI DIST., KERALA– 685 605**

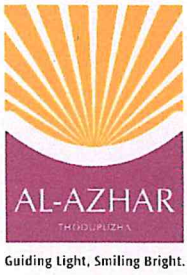## CERTIFICATE OF THE HEAD OF THE INSTITUTION

AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA & AFFILIATED TO KUHS)
RUN BY NOORUL ISLAM TRUST
PERUMPILLICHIRA P. O., THODUPUZHA, IDUKKI DIST., KERALA– 685 605

AL-AZHAR
THODUPUZHA

Guiding Light, Smiling Bright.

PROF. DR. HARVEY THOMAS, MDS

PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

This is to certify that, the policy document from the institution providing financial

support to teachers, detail is given below:
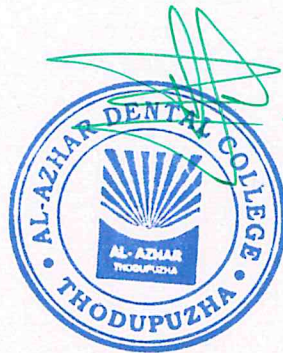
Prof. Dr.Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

AL-AZHAR DENTAL COLLEGE
(APPROVED BY DENTAL COUNCIL OF INDIA
& AFFILIATED TO KERALA UNIVERSITY OF HEALTH SCIENCE)
RUN BY NOORUL ISLAM TRUST
Perumpillichira P. O., Thodupuzha, Idukki Dt., Kerala - 685 605
URL:http://www.alazhardental.org   E-mail- alazhardentalcollege@gmail.com

Office	:	04862 - 224366
Chairman	:	04862-229193
	:	9447033439
Fax	:	04862 - 229586

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

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha-685 605

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha-685 605
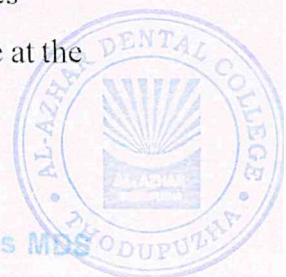
- Availability of funds in the budget allocated for staff professional development
- Priority given to staff members who have not attended a conference in the past two years

<u>Notification</u>: 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.

<u>Reimbursement</u>: 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.

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

Prof. Dr. V.A. AFZAL., M.D.S.
Principal
Al-Azhar Dental College
Perumpillichira P.O., Thodupuzha-685 605

Prof. Dr. Harvey Thomas MDS
Principal
Al-Azhar Dental College
Thodupuzha-685 605