

## **POLICY AND PROCEDURE FOR FACULTY PARTICIPATION IN ACADEMIC EVENTS**

### **1. Introduction**

Amala Institute of Medical Sciences (AIMS) is committed to promoting a culture of academic excellence, research productivity, and continuous professional development. Faculty members play a central role in contributing to institutional growth through scholarly presentations, participation in scientific discussions, and engagement with academic bodies at state, national, and international levels. To support such academic enrichment, AIMS offers structured financial assistance under the Amala Kshema Project to faculty members who present scientific work or participate in conferences, seminars, symposiums, workshops, and recognized training programs.

This Policy and Procedure outlines the purpose, eligibility, scope, application procedures, approval mechanisms, and operational responsibilities governing reimbursement for attending academic events. The policy ensures transparency, equitable access, and alignment with institutional priorities of quality enhancement, accreditation compliance, and research-driven development.

### **2. Objectives**

The objective of this policy is to encourage and support faculty development by providing financial assistance for participation and presentation in academic events in India and abroad. This includes conferences, seminars, symposiums, workshops, and training programs that contribute to scientific advancement, skill enhancement, institutional accreditation efforts, and quality improvement activities. Through this initiative, AIMS aims to strengthen scholarly engagement, improve academic standards, and foster interdisciplinary collaboration.

### **3. Scope and Eligibility**

This policy is applicable to full-time faculty members actively engaged in research, academic commitments, and quality enhancement activities of the institution. Eligible individuals include faculty associated with IQAC, Ethics Committee, Hospital Infection Control Committee (HIC), NMC Cell, NABH/NABL/QAS/NAAC/NABET accreditation activities, and various ranking and audit bodies. Principal, Vice Principals, Heads of Departments, and faculty involved in major institutional committees are also eligible.

Eligible events include conferences, seminars, symposiums, workshops, short-term training programs, and capacity-building sessions relevant to the faculty member's discipline or institutional responsibilities.

#### 4. Financial Support

Faculty members are eligible to receive reimbursement for the following expense categories, subject to approval and submission of required documents:

- Registration fee for the academic event
- Travel expenses
- Accommodation charges

Each faculty member may claim up to ₹10,000 per year, which may be utilized either for a single event or multiple smaller engagements. Only actual and duly documented expenses will be reimbursed. The maximum permissible duration of an event for reimbursement is three days unless otherwise approved by the Management based on institutional relevance.

#### 5. Application and Approval Process

##### 5.1 Pre-event Approval

Faculty members must obtain prior approval from the Head of Department, Principal, or Vice Principal before attending any academic event. Pre-approval is mandatory for eligibility.

##### 5.2 Submission of Reimbursement Request

Within one week of completing the event, the faculty member must submit a filled Reimbursement Request Form along with the necessary documents. Failure to submit documents within the stipulated time may result in delay or rejection.

##### 5.3 Screening Committee Review

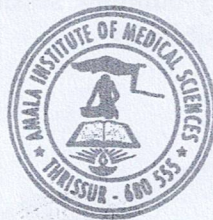
The Screening Committee will examine the relevance of the event, alignment with departmental and institutional goals, validity of documents, and eligibility based on policy guidelines.

##### 5.4 Final Approval

The final authority for sanctioning reimbursement lies with the Management/Committee of AIMS. Decisions are subject to budget availability, institutional priorities, and policy compliance.

##### 5.5 Notification and Disbursement

Approved applicants will receive official notification outlining the sanctioned amount and conditions, if any. IQAC will coordinate document processing and inform the faculty regarding reimbursement status.



ANNEXURES

Annexure 1 – Reimbursement Request Form

**Reimbursement Request Form**

For Faculty Presentation in Conferences, Seminars, Workshops, and Similar Events

**1. Applicant Information**

Name: .....  
Designation: .....  
Department: .....  
Employee ID: .....  
Contact Number: .....  
Email ID: .....

**2. Event Details**

Name of Event: .....  
Type of Event: Conference / Seminar / Symposium / Workshop / Other  
Venue: .....  
Dates: From ..... To .....  
Organizer: .....  
Role: Presenter / Participant / Speaker / Panelist / Other  
Title of Presentation: .....

**3. Expense Details**

Registration Fee: ₹.....  
Travel: ₹.....  
Accommodation: ₹.....  
Other Expenses: ₹.....  
Total Claimed: ₹.....  
(Maximum claimable amount is ₹10,000 per year)



## Annexure 2 – Report Template

### Event Report

#### 1. Event Details

Name of Event: .....

Type: Conference / Seminar / Symposium / Workshop / Other

Venue: .....

Dates: From ..... To .....

Organizer: .....

Role: Presenter / Speaker / Participant / Other

Title of Presentation: .....

#### 2. Summary of Presentation / Participation

Brief description of the event and relevance to professional duties.

.....

.....

Key Learnings & Outcomes

.....

.....

Contribution to Institutional Development

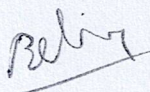
.....

.....

Signature: .....

Date: .....

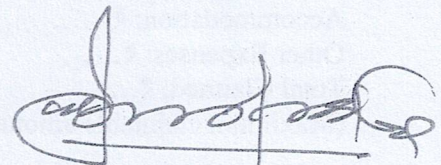
**The financial aid policy for faculty participation in academic events, 2025 has been duly approved and will come into effect from 14/11/2025. Management has the right to modify this policy at any time partly or fully.**



**PRINCIPAL**

**Dr. BETSY THOMAS**  
 MD, FRCOG, DNB, MICOG  
 PRINCIPAL

AMALA INSTITUTE OF MEDICAL SCIENCES  
 AMALA NAGAR, THRISSUR-680 555

**DIRECTOR**

**Fr. Julious Arakkal CMI**  
 Director  
 Amala Institute of Medical Sciences  
 P.O. Amalanagar, Trichur-680555  
 Kerala, Ph : 0487-2304103, 2304000  
 (julius.arakal@amalaims.org)