

Proposal for Approval of an Incentive Policy for Self-Sponsored Faculty Development Programmes (FDPs), Short-Term Training Programmes (STTPs), and National/International Conferences

In pursuance of the deliberations held under Agenda Item No. 3 during the Core Committee Meeting dated **14.07.2026**, the following proposal is submitted for consideration and approval with regard to introducing **academic and financial incentives** for faculty members involved in organizing **self-sponsored Faculty Development Programmes (FDPs), Short-Term Training Programmes (STTPs), and National/International Conferences**.

It is an established practice that organizing and coordinating FDPs/STTPs/Conferences contributes significantly towards a faculty member's **Annual Performance Assessment Report (APAR)** by fulfilling the criteria relating to institutional service, academic leadership, professional development, and career advancement. However, the successful organization of such programmes demands considerable planning, coordination, administrative effort, and sustained commitment extending well beyond normal academic responsibilities.

In order to recognize these additional efforts and to encourage greater faculty participation in organizing high-quality academic programmes, it is proposed that a **financial honorarium** may also be provided, subject to the availability of surplus funds generated from the respective event. Such an incentive mechanism is expected to serve as a motivating factor, promote institutional excellence, and facilitate the organization of more self-sustaining academic events.

The following incentive structure is proposed:

1. **Honorarium for Faculty Coordinator/Convenor/Organising Secretary**
 - **₹8,000/-** for programmes having a duration of **10–18 contact hours**.
 - **₹10,000/-** for programmes having a duration of **20–35 contact hours**.
 - **₹12,000/-** for programmes having a duration of **40–60 contact hours**.

Where more than one Coordinator/Convenor/Organising Secretary is appointed, the honorarium may either be **shared among them** or **paid individually**, subject to the availability of adequate surplus funds generated from the programme and with the approval of the Competent Authority.

2. **Honorarium for Technical/Student Assistants**

Technical Assistants and Student Assistants engaged for laboratory setup, online laboratory/tutorial support, registration, technical management, logistics, general arrangements, and other event-related responsibilities may be paid an honorarium of **up to ₹1,000/- per person per event**, subject to a maximum of **ten (10)** duly identified individuals for each programme.

Financial Condition

The above honorarium shall be **strictly payable only from the surplus balance remaining after meeting all admissible expenditures of the respective programme from sponsorships, registration fees, or other event-generated receipts. Under no circumstances shall the Institute incur any additional financial liability on account of these incentives.** The admissibility and quantum of the honorarium shall remain subject to the availability of surplus funds and the approval of the Competent Authority.

The proposal is submitted for kind consideration and approval.

Enclosed: Guidelines for conducting programmes of NIT Calicut

Signed (24/07/2026)

**Dean Faculty Welfare
Professor Anil Kr Tiwari**

Signed (24/07/2026)

Director Sir