

# **RANI BIRLA GIRLS' COLLEGE**

**Affiliated to the University of Calcutta**

**38, SHAKESPEARE SARANI  
KOLKATA: 700017**



**POLICY  
FOR  
FOR FINANCIAL AID TO TEACHERS FOR  
ACADEMIC, RESEARCH AND ALLIED  
ACTIVITIES**

**SESSION: 2022-23**



**PURPOSE:**

Rani Birla Girls' College values the importance of upgradation of academic knowledge and research quality of its faculty members to make the learning outcomes more fruitful. This institutional policy for providing financial assistance to teachers underscores our commitment to fostering continuous professional development. We recognize the pivotal role that ongoing learning plays in enhancing the skills and knowledge of our teaching staff. This policy outlines a structured approach to support faculty members in attending seminars, conferences, workshops, and covering membership fees for professional organizations.

**SCOPE:**

The financial support to attend Conferences/Workshops and towards Membership Fee of Professional Bodies will be applicable to all the full-time permanent faculty members of the college. Teachers who have completed at least one year of service and is confirmed in her/his post, will be eligible to seek financial support under this policy.

**POLICY GUIDELINES:**

- 1) The financial support is available to attend or participate in attending workshops, seminars, workshops, conferences, training programmes both in offline mode, and/or to pay membership fees of professional bodies related to the faculty member's discipline.
- 2) For conference /workshops registration fees or travel allowance may be paid for paper presentation only and not for attending in international conferences.
- 3) Membership fee for academic professional bodies will be reimbursed for life membership only.
- 4) The amount to be reimbursed is not to exceed Rs 2000.00 per teacher per financial year
- 5) The faculty members should have completed at least one year of service and have been confirmed in their post, to be eligible to seek financial support.



**PROCEDURE:**

Faculty members who wish to avail financial support for professional development activities must follow the application process outlined below:

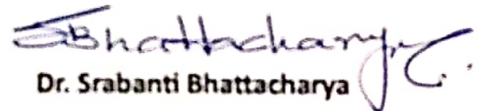
1. Faculty members must submit a formal application to the Principal for financial support in the form of reimbursement.
2. The application should include the letter of acceptance of paper, programme schedule of the conference or seminar, registration receipt, tickets, membership receipts (whichever is applicable).
3. Faculty members should also submit a copy of the certificates received.
4. The Principal will review the application, and if found to be relevant and significant for the professional development of the faculty member will approve it.

**REVIEW:**

This policy will be reviewed from time to time to assess its effectiveness and to make necessary revisions if necessary.

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