

# **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: 2023-24**



**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 *international* seminars, workshops, conferences, training programmes both in online and offline mode, in India and abroad 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) The amount to be reimbursed is not to exceed Rs 5000.00 per teacher per financial year.
- 4) Membership fee for academic professional bodies will be reimbursed for life membership only.
- 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.
- 6) Faculty members will be provided funding on rotation basis, to ensure maximum coverage of the policy.



**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 report of the conference/seminar attended, photographs and certificates received.
4. The Principal and the IQAC Coordinator will review the application and may forward it to the Administrator/Governing Body if found to be relevant and significant for the professional development of the faculty member.
5. All reviewed applications for a particular financial year will be presented before the Administrator/Governing Body once in September and once in March for approval.
6. Disbursement of financial support is subject to final approval of the Administrator/Governing Body.

**BUDGET ALLOCATION:**

Rani Birla Girls' College will earmark Rs. 25,000/- in its Annual Budget towards reimbursement of amount spent on attending various, seminars, symposia, workshops, conferences and for membership fees for professional bodies. Financial support will be provided based on the significance and relevance of the application in respect to the professional development of the faculty member and the availability of funds.

**COMPLIANCE AND REPORTING:**

The Finance Subcommittee will monitor and report on the utilization of the budget allocated for the said purpose. A yearly report will be presented in the Finance Subcommittee meeting and reported to the Administrator/Governing Body to ensure transparency and accountability.



**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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Dr. Keka Trivedi

Administrator

**ADMINISTRATOR**  
Rani Birla Girls' College  
38, Shakespeare Sarani, Kol-17

*Sushmita Das*

Sushmita Das

IQAC Coordinator

**COORDINATOR, IQAC**  
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*Sbhattacharya*

Dr. Srabanti Bhattacharya

Principal

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