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BANGABASI MORNING COLLEGE

19, RAJKUMAR CHAKRABORTY SARANI
KOLKATA- 700 009

RE - ACCREDITED WITH GRADE 'A' BY NAAC

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POLICY DOCUMENT ON SUPPORT TO TEACHERS TO ATTEND CONFERENCES/ WORKSHOPS/TRAINING AND TOWARDS MEMBERSHIP FEE OF PROFESSIONAL BODIES

Aim and Objective:

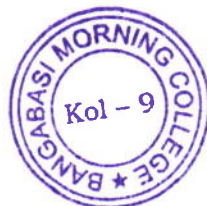
Bangabasi Morning College aims to encourage its staff to develop a culture of research and enhance their pedagogical and administrative skills. To achieve this goal, the college administration ensures that the employees have access to sufficient resources and facilities, which enable them to participate in training programmes and present papers in conferences, seminars, workshops, as well as to pay membership fees of professional bodies.

Facilities Provided to Employees:

Financial support to be provided to teaching and non-teaching staff for attending workshops/training programs, paper presentation in seminars and conferences and towards membership fee of professional bodies. Leaves (duty leaves/ on duty) provided to teaching and non-teaching staff as and when required.

Process:

- Teaching and non-teaching staff is required to submit a written application to the Principal in order to attend any training programmes, conferences, seminars, workshops, or to pay membership fees to professional bodies.
- Once the applications have been carefully reviewed and verified, the Principal will grant approval for attending the relevant programmes.
- Staff members are required to submit all relevant receipts and bills for any expenses incurred and they will be reimbursed accordingly to a maximum limit of Rs. 2000/-.
- The registration fee for attending conferences for paper presentation will also be reimbursed, subject to the submission of appropriate bills.



Amitava Datta
Principal
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