

OFFICE OF THE PRINCIPAL
DR. B.K.B. COLLEGE

P.O. : Puranigudam, Nagaon - 782141 (Assam)

Estd. 1967

From :

Dr. Neelam Ch. Das
Principal & Secretary
Dr. B.K.B. College, Puranigudam

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E-Mail: bkb.college@hotmail.com
Website: www.bkbcollege.in

Ref. No.

Date



Policy Document
on
Financial support to Teaching staff

Policy Title

Financial Assistance to teaching Staff of Dr.B.K.B.College to attend academic programmes

Context

Dr.B.K.B.College fosters and sustains a work culture wherein the teaching staffs are constantly encouraged to upskill themselves and enhance their intellectual acumen. The teaching staffs of the College are very proactive and motivated for pursuing their academic growth and career advancement. In order to streamline the requests from the faculty of various departments for financial assistance to attend academic programmes, this policy is being put in place for smooth and equitable disbursement.

Policy Statement

In order to encourage academic enrichment and capacity building of faculty members, Dr. B.K.B. College provides financial support to teaching staff of the College to attend academic programmes.

Policy Purpose and Objective

- To facilitate teaching staff to attend faculty training programmes like Conferences/Seminars/Workshops/Refresher Courses/Induction programmes/Orientation Programmes/Faculty Development Programmes.
- To enhance the academic Credentials of the teaching staff.
- To support teaching staff for academic growth and career advancement.
- To encourage teaching staff to present research papers in Conferences/Seminars/Workshops.
- To encourage teaching staff to carry out extensions/consultancy activities and deliver lectures as resource Person
- To encourage teaching staff to join professional bodies and academic societies.

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Features of the Policy

Instituted by:

- IQAC

Funded by:

- Dr. B.K.B.College

Eligibility:

- Permanent and adhoc faculties of the college.
- Major categories for providing financial support:
 - Teaching learning and related activities.
 - Research and related activities.
 - Co-curricular and Extra-curricular and professional development activities.

Application:

The faculty member wishing to avail the financial support are required to apply in writing to the Principal, with all the details, date/duration of the programme and the certificate of participation.

Selection process/ Approval:

- In case of multiple applications, the existing Research Committee will scrutinise the applications.
- Final approval will be done by the Principal.

Benefits:

- Dr.B.K.B.College follows the UGC guidelines for travel grant Scheme for teaching staff.
- Permanent/adhoc faculties of the college are reimbursed registration fee, upon submission of form and final approval of the Principal for attending

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- Conferences/Seminars/Workshops/Refresher Courses/ Faculty Development Programmes/ Induction Programmes/Orientation Programmes.
- Permanent/adhoc faculties of the college are allowed Duty Leave to attend the academic programmes.
 - Dr.B.K.B.College motivates its teaching staff to organise academic enrichment programmes in its campus. Faculty members can apply for exemption/reimbursement of Registration fee for attending such academic programmes organised by the college.
 - Membership fee of Professional bodies and academic societies.

Financial Support pattern:

Event	Financial Assistance for Paper Presentation	Financial Support for Participation
International Level	A part of registration Fee and Travel Grant	A part of registration Fee
National Level	A part of registration Fee and Travel Grant	A part of registration Fee
State Level	Registration Fee and Travel Grant	Registration Fee
College Level	Registration Fee and Travel Grant	Registration Fee

Process and Procedure:

1. The teaching staff will apply in writing to the principal seeking permission to attend/present paper in academic programmes.
2. The teaching staff will apply for duty Leave and and/or NOC, as required.
3. The "Initial Permission" will be granted by the Principal.
4. The teaching staff will resume duty upon completion of the said programme.
5. The teaching staff will submit a fresh application seeking appropriate financial support with the following enclosures:
 - Initial permission letter

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- Proof of Duty Leave
 - NOC, if any
 - Receipts
 - Certificate
 - Joining letter
6. The final approval of financial support will be done by the Principal.
7. The Accounts Department will reimburse the expenses after verification of the documents submitted.

P.S. The Policy is subject to periodic review.

Existing Research Committee:

1. Dr. Kamal Chandra Saikia, Vice-Principal (Coordinator)
2. Dr. Jatin Sharma, Member
3. Dr. Abinash Bharali, Member
4. Dr. Punyalata Gohain, Member

(Dr. Nripen Ch. Das)
Principal
Dr. B.K.B. College, Puranigudam
Principal
Dr. B.K.B. College
Puranigudam
Nagaon (Assam)