



GOVERNMENT OF WEST BENGAL

**BARASAT GOVERNMENT COLLEGE**

**NAAC ACCREDITED 'A' GRADE & DST-FIST SPONSORED COLLEGE**



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## POLICY DOCUMENT FOR PROVIDING FINANCIAL ASSISTANCE TO TEACHERS

### Introduction

One of the distinguished institutions of higher education in West Bengal, Barasat Government College started its journey in 1950 with a vision to inculcate a thirst for knowledge and enlightenment in the younger generations so that they develop into ideal citizens of the nation. In alignment with this vision, the college not only provides a highly distinguished faculty equipped with the latest pedagogical tools and teaching methodologies, but also motivates them to constantly upgrade their skills. Hence, the college encourages the participation of teachers in different training programs like workshops, conferences, hands on training courses etc. To further promote this practice the college plans to provide financial support to teachers attending such courses from its College Non Government Fund.

**Eligibility Criteria** All teachers may avail of this support

### Application Procedure

1. Teachers must apply to the Head of the Institution stating in details the name, conducting agency, participation fees and duration of the course.
2. The application will be reviewed by a designated committee within a week of its submission and the recommendation will be forwarded both to the Head of the Institution and the incumbent.
3. Approved applications will be processed for fund disbursement.

### Terms and Conditions

1. The fund will be provided for paying registration fees for Workshop/Seminar/Conference /OP/RC/STC/FDP participation or for acquiring Membership in Professional Bodies.
2. All requisite bills and documents (money receipt, acknowledgement slip, completion certificate etc.) are to be provided by the incumbent immediately after the completion of the program.
3. The incumbent is to sign a receipt on receiving the sanctioned amount for Institutional Record keeping.
4. The amount of financial assistance (Maximum Limit Rs. 1000 per teacher) will be determined by the designated committee in accordance with the merit and impact of the course.
5. Non compliance with the rules will affect future disbursement of funds.

*Ahatterjee*  
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