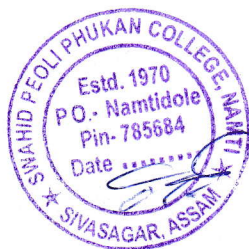


Policy of the College to Provide Financial Assistance to Teachers for Attending Academic Programmes

(This policy has been approved by the Governing Body on 06-04-2022)



Internal Quality Assurance Cell
Swahid Peoli Phukan College, Namti



Introduction:

Swahid Peoli Phukan College, Namti encourages its faculty members and staff for enhancement of their academic abilities participating in National and International Conferences, Seminars, Workshops, Symposia, Refresher Courses, Orientation Programmes and Short Term Courses organized by institutes of repute. To boost the faculty members to participate in the cited events the college authority offers financial support to the intending candidate/s. This noble practice of the college has enabled many of the faculty members to participate in various academic events which have brought academic fame to the college.

Objectives:

To encourage faculty members through financial assistance for academic enhancement and career development.

Scope:

Financial support to attend National and International Conferences, Seminars, Workshops, Symposia, Refresher Courses, Orientation Programmes and Short Term Courses and towards Membership Fee of National/International Professional Bodies can be availed by the permanent teachers of the college.

Policy Guidelines:

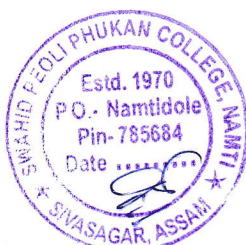
- a) Swahid Peoli Phukan College allots a fund in its annual budget for reimbursement of amount spent on attending academic events and for membership fees of professional bodies.
- b) The financial assistance covers reimbursement of the registration fee of the event/s.
- c) To avail financial assistance the teacher must have completed at least 01 year of regular service.
- d) Only 25% of the teachers of a department can avail this facility in a year.
- e) The teachers are provided funding on rotation basis.

Procedure:

- a) Application should be sent to the Principal in the prescribe format (Annexure-I) duly signed by the HoD at least 10 days and 15 days before the national and international programmes respectively.
- b) The teacher should ensure that the teaching learning process is not affected during the days of his/her absent.
- c) A committee consisting of the Principal, Coordinator-IQAC and Head of the department concerned has been set up to scrutinize the need as well as the relevance to attend the programme.
- d) Within 05 days of returning of the event, the teacher must submit a report of the activities along with certificates received.

Recognition by the College:

A Teacher receiving an award of excellence for participating in academic event/s is honoured publicly at the college by the authority.



Annexure-I

Application Form for Seeking Financial Support for Teacher for Attending Academic Programme

Name of the Teacher	
Department	
Nature of the Event (Seminar/Workshop)	
International/ National	
Role of the applicant in the Event	
Duration of the Event (Days/Weeks)	
Date of the Event	
Number of Events attended during the current year	
Financial assistance already availed during the current year	
Amount of Registration Fee	
Recommendation by the Head of the Department	

*enclosed

- i) a copy of **acceptance letter** from the organizer of the conference/seminar/workshop
- ii) a copy of **Abstract** of the paper to be presented in the conference/seminar/workshop

Verified by

Released Amount: Rs.

Co-ordinator, IQAC
S.P.P. College, Namti

Principal
S.P.P. College, Namti

