



KAMRUP COLLEGE

কামৰূপ মহাবিদ্যালয়

(Affiliated to Gauhati University)

SELF STUDY REPORT (SSR)

(3RD CYCLE)

2019-2024

Criterion -6: Governance, Leadership and Management

Key Indicator- 6.3: Faculty Empowerment Strategies

Metric Number- 6.3.2: Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years



Prepared by

Kamrup College, Chamata

File Description: Policy Documents on Providing Financial Assistance to Teachers, KAMRUP COLLEGE



KAMRUP COLLEGE, CHAMATA

(Affiliated to Gauhati University, Re-Accredited by NAAC with 'A' Grade)

ISO 9001:2015 Certified

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POLICY DOCUMENT

Financial assistance for presentation of Research Papers in National /International Seminar /Conference/ and Membership Fees of Professional Bodies.

Ref:-kcc/fee-grants/1903/23

Date: 05/08/2023

In order to boost the research ecosystem in the institution along with some other endeavors, it is intended to provide financial assistance to the faculties, this policy is prepared with the following objective:

Objective: The objective of this policy is to support and encourage professional development among our teaching staff by providing financial assistance for attending national /international seminars, conference, and other relevant educational events.


Principal
Kamrup College, Chamata.
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Kamrup College, Chamata




Coordinator
Internal Quality Assurance Cell
Kamrup College, Chamata

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Scope: This policy applies to all the permanent teachers employed by Kamrup College, Chamata duly approved by the state govt. For availing the financial assistance the teachers must fulfill the eligibility criteria as stated below:

Eligibility Criteria:

1. The incumbent must be employed on a full-time basis.
2. The event/organization (For membership) must be directly related to the teacher's field of expertise or instructional responsibilities.
3. The teachers must submit request for financial assistance in advance of the event and obtain approval from the authority.
4. Teachers must submit the statement of expenditure after the completion of the event/obtaining membership.

Financial Assistance Details:

1. **Coverage:** Financial assistance will cover registration fee for research paper presentation and accommodation as per organizational norms.
2. **Limits:** Financial assistance will be subject to a maximum limit per teacher per fiscal year determined by the management committee.

Financial assistance will be provided when the teacher is invited for presenting research paper in national/International Seminar/conference

Financial claim will be allowed to attend the national/International seminar/conference held in India only twice in one academic year (1st august to 30th July).


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Claim Process: Teachers willing to get financial assistance must submit a detailed claim including original receipts and proof of attendance, Xeroxed copy of paper presentation certificate within 05 days after the event's conclusion/membership granted. Teachers found to be on long leave such as Earn Leave, CCL, and Maternity leave is excluded for financial claim. Any claims found to be false, teacher will be liable for disciplinary actions.

Approval Process:

- 1) Teachers must submit a formal request for financial assistance to the principal through their department head.
2. Requests will be evaluated based on the relevance of the event to the teacher's professional development and the availability of funds.
3. Approval decisions will be communicated to teachers in writing prior to teachers in writing prior to the event.

Responsibilities:

1. Teachers are responsible for selecting relevant and approved events, adhering to the organization's policies and procedures and submitting timely claims with necessary documentation.
2. Department Heads are responsible for reviewing and approving requests for financial assistance in accordance with this policy.
- 3) The HoD shall ensure that alternative arrangement is made to engage classes


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4) The HoD shall ensure to engage the teacher for extra classes to cover the probable academic loss before attending conference.

5. Financial personnel is responsible for processing approved claims and disbursing funds in a timely manner and also to keep the audited statements in proper way.

6) Principal is the competent authority for granting permissions.

On Coming Back:

The concerned teacher must ensure:

- ✓ Xeroxed copy of certificate of presentation from organizers is submitted
- ✓ A copy of the paper is submitted at Academic council of the college.
- ✓ Reimbursement claim is submitted within 4-5 days




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