



SUNDARBAN HAZI DESARAT COLLEGE

Policy on Financial Assistance to Faculty Members for Attending Refresher Courses, Orientation Programmes, Seminars, and Workshops

विद्या ददाति विनयं विनयात् याति पात्रताम्।

पात्रत्वाद्धनमाप्नोति धनाद्धर्मं ततः सुखम्॥

(Knowledge gives humility, from humility, one attains character; from character, one acquires wealth; from wealth good deeds (righteousness) follow and then happiness)

1. Objective

This policy outlines the procedures and eligibility criteria for providing financial assistance to faculty members of Sundarban Hazi Desarat College for attending refresher courses, orientation programmes, seminars, and workshops. The aim is to support faculty development, enhance their professional skills, and contribute to the overall academic excellence of the institution.

2. Scope

This policy applies to all full-time faculty members of Sundarban Hazi Desarat College.

3. Types of Financial Assistance

The college will provide financial assistance for:

- **Refresher Courses:** Short-term courses designed to update and enhance the knowledge and skills of faculty members.
- **Orientation Programmes:** Introductory sessions aimed at familiarizing faculty members with new methodologies or institutional changes.
- **Seminars:** Conferences or meetings focused on specific academic or professional topics.
- **Workshops:** Interactive sessions intended to develop practical skills or knowledge.

Sanjoy Ghosh

Teacher-in-Charge
Sundarban Hazi Desarat College
Pathankhali 24 Parganas (South)

4. Eligibility Criteria

To qualify for financial assistance, faculty members must meet the following criteria:

- **Employment Status:** Must be a full-time faculty member of Sundarban Hazi Desarat College.
- **Tenure:** Must have completed at least one year of service in the college.
- **Relevance:** The event must be directly related to the faculty member's field of expertise or professional development needs.
- **Approval:** The faculty member must obtain prior approval from the relevant department head and the Principal/Teacher-in-Charge to avail herself/himself of this facility.

5. Financial Assistance Coverage

The maximum amount of financial assistance will be determined annually and communicated to the faculty.

6. Application Procedure

Faculty members seeking financial assistance must follow these steps:

1. **Submission of Application:** The teacher concerned must apply to the Principal/Teacher-in-Charge in the prescribed format available for download on the college website.
2. **Review and Approval:** The department head will review the application and forward it to the Principal/Teacher-in-Charge for final approval.

7. Reimbursement Process

Upon completion of the event, faculty members must submit the following documents for reimbursement:

- **Original Receipts:** For all expenses claimed, including registration fees.
- **Proof of Attendance:** Such as a certificate or letter from the institute/organization etc.

Reimbursements will be processed shortly thereafter.

8. Review and Amendments

This policy will be reviewed annually and amended as necessary to ensure its relevance and effectiveness. Suggestions for amendments can be submitted to the Principal/Teacher-in-Charge/Teacher-in-Charge.

This policy shall remain effective from this day, that is, the 23rd of March, 2018 with the approval of the undersigned.

Sanjoy Ghosa

Teacher-in-Charge
Sundarban Hazi Desarat College
Pathankhali 24 Parganas (South)