



GOVERNMENT OF WEST BENGAL

Maulana Azad College

8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA
Phone : 033 2249-3737/2226-7814 e-mail : maulanaazadcollegekolkata@gmail.com



POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO TEACHERS

Introduction:

Keeping the vision and mission of our century-old college in mind, the institution admits the key contributions of our teaching faculties in fostering a positive teaching-learning ambience for our students. Accordingly, the college has given emphasis on the preparation of a policy document for providing financial assistance to deserving faculties for attending workshops/conferences/hands-on-training etc. We are committed to render honour to our faculties for their hard work towards uplifting the face value of the college and as a piece of encouragement we are to provide financial assistance for attending such seminars / conferences/ workshops etc. so that academic/ administrative enrichment can be achieved.

Objective:

The main goal of this policy is to promote a thriving research culture among teachers, research scholars, and advanced postgraduate students. To achieve this objective, our institution is committed to provide financial support to facilitate their participation in research-related activities such as presenting research papers, attending workshops, receiving practical training, and enrolling in both online and offline training courses. By facilitating access to these opportunities, the college is devoted to nurturing the professional advancement and academic proficiency of both its faculty members and students. This commitment not only enriches the educational atmosphere but also propels the advancement of knowledge across diverse disciplines. The College firmly believes that allocating such funding will significantly enhance scholarly engagement, enabling the dissemination of resources and ultimately enriching classroom excellence.

Conditions for Financial Assistance

Eligibility Criteria

- Full-time faculty members actively engaged in academics may


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apply for financial assistance.

- Applicants are expected to showcase a steadfast dedication to research and academic excellence within their specific domains.
- Research scholars and students who are directly associated with or involved in some research activities may also be considered for assistance based on their applications, financial background, and recommendations from the Principal Investigator.
- Meritorious poor UG students may also be considered for short-term skill-based programmes.

Types of Assistance:

- ❖ Financial assistance may be provided to cover expenses related to: Travel for presenting research papers at conferences/seminars/ symposiums/ conventions or attending workshops/hands-on training within the country.
- ❖ Registration fees for attending training courses, workshops, symposiums, conventions, and conferences.
- ❖ Other relevant expenses directly associated with research activities.
- ❖ Membership Fees towards Professional Bodies.
- ❖ TA for participating in Professional Development Programmes, Capacity Building, Faculty Development Programmes, and Management Development Programmes.

Application Process:

- The application should include details of the proposed activity, estimated expenses, and the expected benefits to the individual and the institution.
- Applicants are encouraged to submit their applications well in advance of the proposed activity to ensure comprehensive review and prompt processing.

Obligations of Recipients:

- Recipients of financial assistance are required to:

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- Utilize the funds solely for the purposes outlined in their application.
- Submit a detailed report upon completion of the activity, including relevant documents and receipts as proof of expenditure.
- Provide any additional information or documentation requested by the competent authority.

Modes of Payments:

- a. **Direct Reimbursement:** Recipients may be reimbursed for eligible expenses upon submission of a comprehensive expense report along with supporting documents and receipts.
- b. **Advance Payment:** In certain cases, advance payments may be provided to cover anticipated expenses, subject to the approval of the competent authority and adherence to institutional policies and procedures.
- c. **Third-Party Payments:** Payments may be made directly to vendors or service providers on behalf of the recipient, upon submission of invoices or other relevant documentation.
- d. **Travel Expenses:** Reimbursement of travel expenses incurred for presenting research papers at conferences, seminars, symposiums etc. shall be provided based on actual expenses, subject to a predetermined maximum limit.
- e. **Workshop and Training Fees:** Reimbursement or direct payment of registration fees for workshops, hands-on-training sessions, summer/winter schools, and short-term skill-based workshop/ training courses relevant to the applicant's field of interest shall be facilitated upon approval.
- f. **Miscellaneous Expenses:** Legitimate expenses directly related to the approved research activities may be considered for reimbursement on a case-by-case basis, subject to approval.

Budget Allocation

- Each year, sufficient funds will be allocated to support the


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implementation of this policy, considering both anticipated demand and the vital role of fostering research activities.

- The Principal of the college shall initiate the establishment of a corpus fund for this purpose, pending approval by the Governing Body of the college. The Governing Body shall be kept informed about the methods of fund generation for the corpus fund, its intended expenditure, and the annual auditing process to ensure transparency and accountability.
- Sustainable revenue streams are to be generated to ensure the continuous operation of this policy.

The Committee

A committee having the following composition will be constituted to consider all proposals in this regard submitted before the stipulated date.

Composition of the Committee:

1. **Chairman:** The Principal
2. **Convener:** Chairman, IQAC
3. **Member:** Secretary of the Teachers' Council
4. **Member:** Chairman, Research Advisory Council (RAC).
5. **Member:** Director, Research and Development Cell (RDC)
6. **Additional Member:** A senior teaching faculty member (to be nominated by the Principal)

Note: Female Representation: Presence of at least one female member in the committee is to be ensured. If none of the above positions are held by a female member, the Principal shall nominate one female faculty member.

Approval Process:

- Members applying for the assistance under consideration cannot participate in the meeting to avoid conflicts of interest.
- The Principal is responsible for selecting an appropriate replacement in such cases, ensuring the replacement maintains gender diversity within the committee.
- All proposals submitted before the stipulated date shall be


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thoroughly reviewed by the committee.

- Each proposal will be evaluated based on predetermined criteria set forth by the committee, ensuring transparency and fairness in the selection process.
- The committee will thoroughly assess all applications, considering both merit and alignment with institutional research priorities.
- Decisions regarding financial assistance will be made with fairness and transparency, taking into account the potential impact of the proposed activity.
- Approval shall be contingent upon the availability of funds allocated for this purpose.
- Minutes of each meeting, including decisions made and reasons behind them, shall be documented and made available to all relevant stakeholders for accountability.

Reporting:

- a. Recipients of financial assistance must submit a comprehensive report upon completion of the funded activity.
- b. The report should include an overview of the undertaken activity, insights gained, and outcomes achieved, supported by relevant documents and receipts.

Certificate Issuance: Upon satisfactory submission of all required documents and completion of the funded activity, the competent authority shall issue a certificate of participation to the recipient.

General Guidelines

- I. Applicants are encouraged to submit their requests well in advance of the proposed activity to allow for timely processing.
- II. Recipients of financial assistance are expected to represent the institution professionally and adhere to its ethical standards during the funded activity.
- III. Any unused funds or discrepancies in expenses must be reported and returned to the institution promptly. The institution reserves the right to withhold or recover financial assistance in cases of non-compliance with the terms and conditions outlined in this policy document.


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- IV. The applicant must ensure that suitable arrangements are made for all classes, including both theoretical and practical sessions, during the proposed activity. Students mustn't be adversely affected by the scheduling adjustment.
- V. In the case of research paper presentations involving co-authors, financial support will be extended to one author only, contingent upon obtaining a no- objection statement from the other authors, subject to availability.



Principal
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Chairman
Principal,



Co-Ordinator,
IQAC
MaulanaAzadCollege
Co-ordinator
IQAC
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8, R.A. Kidwai Road, Kol.-13

Convener
Chairman, IQAC



Secretary
Teachers' Council



Chairman,
Research Advisory
Council (Member)

(Member)



Director,
Research and Development Cell
(Member)



(Member)




Female Representative (Member)

Approved by the Governing Body



Principal
Secretary Governing Body
Maulana Azad College
Principal
Maulana Azad College
Kolkata
Govt. of West Bengal



Sri Sudip Bandyopadhyay, MP
President, Governing Body
Maulana Azad College
President
Governing Body
Maulana Azad College