



POLICY ON
FINANCIAL SUPPORT TO
TEACHING STAFF

BAHONA COLLEGE

**Policy On
FINANCIAL SUPPORT TO TEACHING STAFF
BAHONA COLLEGE, JORHAT**

INTRODUCTON AND PURPOSE:

Bahona College teaching staff is focused and motivated for upgrading their skills required for their academic growth and career advancement. In order to encourage academic enrichment and capacity building of the teaching staff, Bahona College provides financial assistance to its faculties to attend such programs. Therefore, to streamline and facilitate the requests received from teaching staff for financial assistance, the college has adopted this policy with the following purposes and objectives:

- To facilitates the teaching staff to attend programs like Conferences/workshops/orientation programs.
- To encourage the teaching staff to take membership to professional bodies and academic societies.
- To encourage and support the teaching staff for academic growth and career advancement.

THE POLICY:

- ☞ The financial assistance under this policy is funded by Bahona College.
- ☞ A regular teacher can avail this financial assistance (Registration fee + TA only) by applying in written to the Principal, mentioning all details about the program.
- ☞ The teacher will get financial assistance only after final approval by the Principal.
- ☞ Bahona College follows the UGC guidelines for Travel Grant Scheme of the teaching staff.
- ☞ For attending International level programs, the college will follow the instructions issued by Govt. of India from time to time.
- ☞ This policy also motivates the teaching staff to organize Conferences/Seminars in its own campus.
- ☞ The teaching staff will apply for Duty Leave and/or NOC, if required.
- ☞ The teaching staff will submit an application along with the following documents for financial assistance:
 - a. Receipts
 - b. Certificates
 - c. Joining letter
- ☞ College will reimburse the expenses only after verification of the documents submitted.

IMPLEMENTATION AND REVIEW:

The policy was implemented on 29th January, 2016.

The policy is subject to periodic review by the concerned authority.


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(Dr. P. K. Dutta)
Principal, Bahona College