



Alipurduar Mahila Mahavidyalaya Newtown, Alipurduar - 736121

Policy for Providing Financial Support to Attend Academic Development Programs (Seminars, Conferences, etc.)

Preamble:

To promote faculty capacity building and academic enrichment, Alipurduar Mahila Mahavidyalaya has made it a policy to financially assist teachers interested to present papers at conferences and seminars hosted by prestigious Universities, Colleges, and Institutes across the country.

Objectives of the Policy:

- To make it easier for teaching staff to participate and present papers in conferences and seminars.
- To assist teachers in professional growth and development.
- To motivate faculty members to present research findings.
- To improve their academic record following standards.
- To promote membership in academic groups and professional bodies among teaching staff.

Guidelines for presenting papers in Seminars and Conferences:

If the following requirements are met, faculty members are permitted to attend conferences, and seminars for paper presentation.

1. The program needs to be held outside the state, and the faculty member needs to be invited formally to present a paper or chair a session.
2. At any given time, half of the college's faculty members are on duty. At any point, application from only one faculty member from the same Department will be considered.
3. Faculty members will get Duty Leave in addition to the registration fee and TA alone. No DA will be paid. Note: Only Train Fare (Travel in Class 2A for Associate Professors and 3A for Assistant Professors is permissible).

Principal

Alipurduar Mahila Mahavidyalaya
Alipurduar

President

Governing Body
Alipurduar Mahila Mahavidyalaya



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4. If you decide to travel overseas, you won't receive any financial assistance.
5. Teachers are required to submit Certificate of Paper Presentation, a copy of the Full Paper presented and a concise report of the conference attended.
6. A teacher cannot avail the Support Scheme more than once in 5 years.

Method and Technique:

1. The faculty member has to submit a written request to the Head of the Institution asking for Permission/No Objection Certificate to present his/her Paper in Seminar/Conference.
2. When the aforementioned programme is over, the teaching personnel will return to their duties. No other leave shall be permissible with the days of absence related to the seminar/conference.
3. The teaching staff will have to include the following documents with a new application requesting reimbursement of Registration Fee and Train Fare paid
 - a) NOC as received earlier from the Head of the Institution to present paper.
 - b) Certificate from the Organisers of the conference/seminar mentioning title of the paper presented.
 - c) Full Paper
 - d) Copies of Tickets
4. Acceptance/Rejection of application for financial assistance is at the discretion of the Head of the Institution.

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