

# BERHAMPORE GIRLS' COLLEGE

( GOVERNMENT SPONSORED )

P.O. BERHAMPORE



DT. MURSHIDABAD

WEST BENGAL □ PIN CODE - 742101

## GUIDELINES FOR SEMINAR /CONFERENCE/WORKSHOP ATTENDANCE GRANT

BERHAMPORE GIRLS' COLLEGE

BERHAMPORE, MURSHIDABAD.

**Introduction:** Berhampore Girls' College has taken the initiative to encourage the teachers/ non-teaching staff of the college in their professional development. Endeavour has also been taken to inculcate research interest among students. To this end, the institute has planned to provide financial support to the teachers/ non-teaching staff and students of the college for presenting papers in seminars/ conference/workshop etc. To fulfill this goal, a budget of rupees ten thousand for professional development of teachers/ non-teaching staff and rupees five thousand only for research orientation of students has been allocated respectively.

**Objective:** Objective of the grant is to

- i. Promote professional development activities among the faculty members and non-teaching staff of the college.
- ii. Promote research interest among the UG and especially PG students of the college.

**Terms and conditions applicable for receiving the Seminar/ Conference/ Workshop Attendance Grant:**

- Institute will provide only the full or a part of the registration fees for attending national/international level seminar/conference/workshop as an invited speaker/ resource person/ oral or paper presenter. In case of invited speaker/ resource person, the grant will be provided only if the same is not provided by the organizing institution.

- Presentation (Oral/Paper) in a seminar/ workshop/ conference organized by UGC/ CSIR/ DST/DBT/ or other Institute of Repute etc. will be considered for receiving the grant.
- Grant will ***not*** be provided for mere attendance only.
- In case of Teachers and non-teaching staff, the grant amount shall be either the total registration fee or Rs. One thousand only, whichever is less. However, in case of students, grant amount will be equal to the total registration fee or Rs. five hundred only, whichever is less.
- Any full time Associate Professor/Assistant Professor/Librarian/State Aided College Teachers and non-teaching staff/ Student can apply for this seminar attendance grant.
- In general, such grant shall not be provided to an individual teacher/ non- teaching staff/ student in consecutive two years.
- Financial assistance may be provided to a maximum of ten Teachers / non-teaching staff in a financial year. Similarly, a maximum of ten students may be provided assistance in a financial year. However, all such grants will be released only after the necessary approval of IQAC.
- Applicant should submit his/her application in advance to the IQAC Coordinator for approval. However, the grant will be released only after the faculty/ non-teaching staff/ student submit a proper document in support of their claim. Applicant should submit a report along with photo copy of certificate, published abstract/full paper, bill and a printed photo as documents to the IQAC Coordinator after participation.
- Applicant should submit a valid bill of registration, duly forwarded by the IQAC coordinator, to the Cashier for disbursement.
- Release of financial assistance is subject to availability of funds and number of applicants.

*Himha*

Principal  
Berhampore Girls' College

Principal,  
Berhampore Girls' College