



MAJULI COLLEGE

POLICY DOCUMENT

FINANCIAL SUPPORT FOR COLLEGE TEACHERS TO ATTEND CONFERENCES AND WORKSHOPS

Introduction: Conferences and workshops are an important aspect of professional development for college teachers. They provide opportunities for teachers to learn new skills, gain knowledge about the latest research and practices, and network with other professionals. However, attending some of the conferences and workshops can be expensive. Therefore, this policy document outlines the guidelines for financial support to the college teachers to attend conferences and workshops.

Objectives: The objectives of this policy are:

- To encourage and support college teachers to attend conferences and workshops that enhances their professional development.
- To ensure that financial support for attending conferences and workshops is provided in a fair and transparent manner.
- To provide clear guidelines for the application process, selection criteria, and reimbursement procedures.

Eligibility Criteria: To be eligible for financial support to attend conferences and workshops, a teacher must:

- Be a full-time in the college that is accredited by the appropriate government authority.
- Have completed at least three years of service in the college.
- Have a track record of good performance.

- Have submitted a proposal outlining the benefits of attending the conference or workshop and how it will contribute to their professional development and benefit the college.

Application Process: Teachers who wish to apply for financial support to attend conferences and workshops must follow the following process:

- Submit a proposal to the Principal of the college, outlining the benefits of attending the conference or workshop, and how it will contribute to their professional development and benefit the college.
- The Principal will review the proposal and decide whether to support the application.
- If the proposal is approved, the teacher must complete an application form provided by the college.
- The completed application form must be submitted to the Principal, along with all relevant documents, such as the conference or workshop brochure, registration fees, travel and accommodation details, and any other expenses.

Selection Criteria: The following criteria will be used to select teachers for financial support to attend conferences and workshops:

- The relevance of the conference or workshop to the teacher's field of specialization and the college's curriculum.
- The quality and reputation of the conference or workshop.
- The potential contribution of the conference or workshop to the teacher's professional development and the college's academic programs.
- The availability of funds for the purpose of financial support.

Reimbursement Procedures: Teachers who receive financial support to attend conferences and workshops must adhere to the following reimbursement procedures:

- Submit all original receipts and invoices for expenses incurred during the conference or workshop.
- Reimbursement will only be provided for expenses that are directly related to attending the conference or workshop, such as registration fees, travel, accommodation, and meals.

- Reimbursement will be made within one month of the submission of all required documents.

Amendment of the policy

This policy will be amended on necessary and valid ground.

This policy of Majuli College has been adopted on 1st April, 2021 and will be in immediate effect from 2021.



Principal

Majuli College
PRINCIPAL
MAJULI COLLEGE
KAMALABAR!