



## **DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA**

Regd. u/s 2(f) and 12B of the U.G.C. Act., NAAC Accredited

[Affiliated to West Bengal State University]

208/B/2, Dum Dum Road, Kolkata 700074

E-mail: [ddmrm2020@gmail.com](mailto:ddmrm2020@gmail.com)

**ISO 9001:2015, ISO 14001:2015 and ISO 50001:2018 Certified Institution**

### **Policy for Financial Support for Teachers Attending Conferences/Workshops and Professional Memberships**

As part of the ongoing commitment to professional development and academic excellence, Dum Dum Motijheel Rabindra Mahavidyalaya announces a policy to provide financial support to teachers for attending conferences, workshops, and professional memberships that enhance their professional development and contribute to the institution's academic excellence.

#### ***Scope:***

This policy applies to all full-time teachers employed by Dum Dum Motijheel Rabindra Mahavidyalaya.

#### ***Eligibility:***

Teachers must:

1. Be in good standing with the institution.
2. Have completed at least five years of service.
3. Submit a request with justification for attending the conference/workshop or joining a professional membership.

#### ***Financial Support:***

##### **1. Conferences/Workshops:**

- Registration fees: up to Rs. 1000/-
- Travel and accommodation: up to Rs. 500/-

##### **2. Professional Memberships:**

- Annual membership fees: up to Rs. 1000/-

#### ***Selection Criteria:***

1. Relevance to teacher's subject area or professional development.
2. Potential impact on teaching and learning.
3. Opportunities for networking and collaboration.

#### ***Application Procedure:***

1. Submit a request with justification to the IQAC Coordinator at least one month before the event.
2. Provide proof of acceptance or invitation (for conferences/workshops).
3. Provide proof of membership benefits (for professional memberships).



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### **Approval:**

The IQAC Coordinator will convene a meeting to review the requests based on eligibility, selection criteria, and availability of funds and then forward to the Principal for final approval.

### **Reporting:**

Teachers must submit a report and give a seminar in the college within ten days after the event, highlighting:

1. Key takeaways and learnings.
2. Impact on teaching and learning.
3. Recommendations for future professional development.

### **Review and Revision:**

This policy will be reviewed and revised as necessary.

Dum Dum Motijheel Rabindra Mahavidyalaya recognizes the importance of continuous learning and networking in the academic community. This policy is designed to encourage and facilitate your active participation in conferences, workshops, and professional bodies. We believe that your enhanced knowledge and network will contribute to the overall growth and reputation of our institution.