



Balagarh Bijoy Krishna Mahavidyalaya

Hasimpur, Balagarh
Hooghly – 712501
West Bengal

Mobile: +918670272229
Email.: bbkm.hooghly@gmail.com
Website: bbkm.ac.in

Balagarh Bijoy Krishna Mahavidyalaya

Policy Document:

Financial Support for Teachers to Attend Conferences/Workshops/Membership of Professional Bodies

1. Introduction

Balagarh Bijoy Krishna Mahavidyalaya recognizes the importance of professional development for its teachers in order to enhance their knowledge, skills, and professional growth. This policy aims to provide financial support to teachers who wish to attend conferences, workshops, and become members of professional bodies relevant to their respective fields. The purpose of this policy is to encourage continuous learning, networking, and the exchange of ideas among our teaching faculty.

2. Eligibility

2.1 Full-time teachers: All full-time teachers, including permanent and contractual staff, of Balagarh Bijoy Krishna Mahavidyalaya are eligible to apply for financial support under this policy.

2.2 Minimum service requirement: Teachers must have completed a minimum of one year of service at the college to be eligible to apply for financial support.

2.3 Prior approval: Financial support will be granted only to teachers who receive prior approval from the competent authority. Teachers must submit a formal application for financial support, providing details of the conference, workshop, or professional body membership they wish to attend.

3. Financial Support

3.1 Conferences and Workshops:

a. Registration Fees: The college will provide financial support to cover the registration fees for conferences and workshops up to a maximum limit specified by the college.

b. Travel Expenses: Teachers will be eligible for reimbursement of travel expenses incurred for attending conferences and workshops, subject to actual expenses and a maximum limit determined by the college.

c. Accommodation: In case of outstation conferences or workshops, the college will reimburse a portion of the accommodation expenses, up to a predetermined limit.

3.2 Membership of Professional Bodies:

a. Annual Membership Fees: The college will provide financial support to cover the annual membership fees for teachers joining professional bodies relevant to their field of expertise. The maximum limit for reimbursement will be specified by the college.

4. Application Process

4.1 Teachers interested in availing financial support to attend conferences, workshops, or join professional bodies must complete the designated application form, available at the college administration office or through the college's official website.

4.2 The application must include details such as the name and description of the conference/workshop, dates, location, expected benefits, and estimated costs.

4.3 Teachers must submit the application to their respective Heads of Department (HoD) for initial review and recommendation.

4.4 The HoD will forward the application, along with their recommendation, to the Principal for final approval.

4.5 The Principal will review the application, considering factors such as the relevance of the event to the teacher's subject area, budget availability, and the overall benefit to the college and its students.

4.6 The decision of the Principal regarding the approval or rejection of the application will be final.

5. Reimbursement Process

5.1 Approved teachers must retain all original receipts and relevant documents for expenses incurred, such as registration fees, travel, and accommodation.

5.2 Teachers must submit their reimbursement claims within 15 days of returning from the conference, workshop, or upon receiving their membership confirmation.

5.3 Reimbursement claims must be submitted to the college administration office along with a duly filled reimbursement form and supporting documents.

5.4 The college administration office will verify the claim and process the reimbursement as per the policy guidelines.

6. Responsibilities

6.1 Teachers: It is the responsibility of teachers to submit their applications for financial support well in advance of the conference, workshop, or professional body membership deadline. They must comply with the reimbursement process and provide all necessary supporting documents.

6.2 Heads of Department (HoD): HoDs are responsible for reviewing and recommending the applications of teachers under their department. They should assess the relevance and potential benefits of the event or membership to the teacher's professional growth and the college's academic objectives.

6.3 Principal: The Principal is responsible for the final approval of the applications and ensuring that the financial support provided aligns with the college's budgetary constraints. They should consider the overall benefit to the college and its students while making decisions.

6.4 College Administration Office: The college administration office is responsible for facilitating the application and reimbursement processes. They should verify the reimbursement claims, process the reimbursements, and maintain proper records of the financial transactions.

7. Confidentiality and Accountability

All information provided by the teachers in their applications and reimbursement claims will be treated as confidential and used solely for the purpose of evaluating eligibility and processing financial support. The college administration office will maintain appropriate documentation and ensure transparency in financial transactions.

8. Policy Review

This policy will be subject to periodic review to ensure its effectiveness and relevance. Any necessary updates or amendments will be made in consultation with the relevant stakeholders, including the teaching faculty, Heads of Department, and college administration.

9. Conclusion

The financial support policy for attending conferences, workshops, and joining professional bodies aims to encourage and support the professional development of teachers at Balagarh Bijoy Krishna Mahavidyalaya. By providing assistance in participating in such activities, the college aims to enhance the knowledge, skills, and overall academic excellence of its teaching faculty. This policy is designed to ensure fair and transparent access to financial support while aligning with the college's budgetary constraints and strategic objectives.

PRATAP
BANERJEE

Digitally signed by
PRATAP BANERJEE
Date: 2024.05.03
15:27:14 +05'30'

To
The Principal
Balagarh Bijoy Krishna Mahavidyalaya
Balagarh, Hooghly

Subject: Application for Financial Aid for Seminar Participation and Paper Presentation

Respected Sir,

I am writing to request financial aid from this college to cover the expenses incurred during my participation and paper presentation in the **ONE DAY NATIONAL SEMINAR on ETHICS IN PRACTICE** which was held on 21st March, 2023 in Panskura Banamali College (Autonomous). I have been given the honor of presenting a research paper titled "UNIVERSAL HUMANISM OF RABINDRANATH" during the seminar. The seminar provided an exceptional opportunity to expand my knowledge, network with experts, and stay updated with the latest trends and advancements in my area of expertise. However, the costs associated with attending the seminar, including registration fees which was Rs. 700/-, travel expenses have put a significant financial burden on me. While I am passionate about expanding my skills and contributing to the growth of this college, I am unable to cover these costs independently due to my limited financial resources.

I kindly request you to consider providing financial aid to assist me in reimbursing a portion or the entirety of the expenses incurred during the conference. I have attached all the relevant documentation, such as receipts and paper presentation certificate, Seminar Brochure, for your reference. I sincerely believe that by supporting my professional development, this college will ultimately benefit from an enhanced workforce, improved expertise, and increased productivity.

Thank you for considering my request. I look forward to a positive response.

Sincerely,
Mousumi Saha . 20.05.23.
Prof. Mousumi Saha
SACT-I, Department of Philosophy

Forwarded to
Research & Dev
Committee
20/5/23

Seen and forwarded
to the principal
13/12/23

Approve
& pay
Mousumi
Saha 13/12/23

Principal
Balagarh B. K. Mahavidyalaya
Balagarh, Hooghly, W.B.

ONE DAY NATIONAL SEMINAR

On

ETHICS IN PRACTICE

21st March -2023



Organized by

Department of Philosophy in Collaboration with IQAC

Panskura Banamali College (Autonomous)

Panskura RS, Purba Medinipur, West Bengal, PIN- 721152

Certificate of Appreciation

This is to certify that Prof./ Dr. /Mr./ Mrs Mousumi Saha
of.....
participated/ chaired a session/ presented a paper on..... UNIVERSAL HUMANISM OF RABINDRANATH
.....in the one day National Seminar on **Ethics in Practice**, organized by the
Department of Philosophy in collaboration with IQAC, Panskura Banamali College (Autonomous) Purba Medinipur, West Bengal.


Dr. Paromita Roy
Convener
H.O.D, Dept. of Philosophy

Dr. Nirmalya Das
Coordinator, IQAC

Prof. (Dr.) Nandan Bhattacharyya
Principal
Panskura Banamali College (Autonomous)

Mousumi Saha

TRANSACTIONS

 Search

User can view or download / email only up to 150 transactions.

Transaction Details



18 MAR 2023
TRANSFER TO
38166450289 Mr.
AMARESH
MAHAPATRA -
SBILT18032023211
922177954-
Registration f

₹ 700.00 -

Mousumi Saha .

DEBIT VOUCHER

VOUCHER No. :

BALAGARH BIJOY KRISHNA MAHAVIDYALAYA

P. O. - BALAGARH • DIST. - HOOGHLY • WEST BENGAL - 712 501

Date 13.12.2023

Head of Account Seminar (Ethics in Practice)

PARTICULARS

Rs.

P.

Pay to M/s. / Mr. / Mrs. Mousumi Saha

700.00

In Cash / By Cheque No. _____ Dated _____ on _____

on account of Being amount paid to Mousumi Saha for one day National Seminar of Ethics in Practice.

Rupees Seven hundred only

TOTAL

700.00

Principal

Bursar

Accountant

Head Clerk

Cashier

Mousumi Saha
Received Payment

To
The Principal
Balagarh Bijoy Krishna Mahavidyalaya
Balagarh, Hooghly

Sub.: Application for receiving financial aid for participation in Conference

Respected Sir,

With all due regards, most humbly I, Dibyendu Bhattacharyay (SACT-I, Department of English, BBKM), would like to inform you that I have participated and presented a paper in an International Conference-cum-Workshop on *Humanities at the Crossroads: Re-Configuring (Post)human Ethics, Aesthetics and Politics* (11-12 February, 2023) organized by Centre for Research in Posthumanities(CRP), Bankura University. The registration fees for the seminar was Rs. 1500/- and it is a sincere request if the registration amount could be provided fully/partially from the research grant of this college. I am attaching the payment details along with this letter.

I shall be highly obliged if my request could be granted.

Thanking you,

Yours sincerely –

Dibyendu Bhattacharyay

Date: 16/02/2023

Place: Jirat, Hooghly

Forwarded to
Research Committee
TB 16/02/23

Principal
Balagarh B. K. Mahavidyalaya
Balagarh, Hooghly, W.B.



CRP, BKU

Centre for Research in Posthumanities
Bankura University

Presents

A Two-Day International & Transdisciplinary Conference-cum-Workshop

on

***Humanities at the Crossroads: Re-Configuring
(Post)human Ethics, Aesthetics and Politics***

11-12 February, 2023 * Bankura University

This is to certify that Dibyendu Bhattacharyay, SACT (Category - I), Department of English, Balagarh Bijoy Krishna Mahavidyalaya has presented a paper on "The Hue-man bridging the Gap: Reading Avatar from a Posthuman perspective" at the two-day international and transdisciplinary conference on "Humanities at the Crossroads: Re-Configuring (Post)human Ethics, Aesthetics and Politics" held on 11-12 February 2023 at the Centre for Research in Posthumanities, Bankura University, India.



Bankura
University

Dr. Subhadeep Paul
Convener, CRP

Sukhendu Das
Convener, CRP

Professor Deb Narayan
Bandyopadhyay
Hon'ble Vice Chancellor, BKU

paytm

Money Sent Successfully

₹1,500 

Payment for CRP Conference Dibyendu Bhattacharyay



CRP Conference Dibyendu
Bhattacharyay

To: Sukhendu Das

UPI ID: sukhendujimmy@paytm

Linked Bank: State Bank Of India




From: Dibyendu
Bhattacharyay

Paytm Bank



UPI Ref No: 303773892452

POWERED BY
UPI 

DEBIT VOUCHER

VOUCHER No. : 830

BALAGARH BIJOY KRISHNA MAHAVIDYALAYA

P. O. - BALAGARH • DIST. - HOOGHLY • WEST BENGAL - 712 501

Date 31-03-23

Head of Account $\frac{1}{2}$ Registration fees of Seminar Reimbursement

PARTICULARS		Rs.	P.
Pay to M/s. / Mr. / Mrs. Dibyendu Bhattacharyya (S.N.C.T-1)		750	00
in Cash By Cheque No. Dated on			
or account of Being amount paid to Dibyendu Bhattacharyya for Workshop on 11-12 February 2023 for $\frac{1}{2}$ Registration fees. Supporting vouchers is enclosed.			
Rupees Seven hundred fifty		TOTAL	750

Principal / Teacher In-Charge: B 31/3/23
 Bursar: _____
 Accountant: _____
 Head Clerk: _____
 PAID SIGNATURE: B 31/3/23
 DATE: 31/3/23
 Cashier: _____
 Received Payee: B 31/3/23

I shall be highly obliged if my request could be granted.

Thanking you,

Yours sincerely -

Dibyendu Bhattacharyya

Date: 16/02/2023

Place: Jirat, Hooghly



Date: 29.4.2022

To
The Principal
Balagarh Bijoy Krishna Mahavidyalaya,
Balagarh, Hooghly

Sub: Application for receiving financial aid for participation in Seminar

Sir,

Respected Sir,

With due respect, I would like to inform you that I have participated and presented a paper in the 2 day International Seminar on "Environmental Crisis: Its impact on Contemporary culture, Society Education and Literature" during 26-27 April, 2022 at West Bengal State University, Barasat, West Bengal, India. The registration Fees for the Seminar was Rs. 1000/- (Rupees One thousand only). It is a sincere request to reimburse the amount either partially or fully as research grant. The letter of the paper acceptance and copy of Certificate is attached.

Yours faithfully,

Abhijit Ghosh
(Abhijit Ghosh)

Assistant Professor of English

*To A. Bhan
(Cashier)
Forwarded for
payment*

B
29/4/2022
Principal
Balagarh B. K. Mahavidyalaya
Balagarh, Hooghly, W.B.



22-23/33
2028



WBSU : Abstract Selection

From: Byanjanbarna Foundation (byanjanbarnafoundation@gmail.com)

To: ishitaesharay@gmail.com; devarati.mandal@gmail.com; drsudiptatarafdar16@gmail.com; suddhasil.99@gmail.com; pg_doc@rediffmail.com; haripadahembram82@gmail.com; pratitipramanik@gmail.com; abghosh2002@yahoo.co.in; banerjee.somdatta@gmail.com; sarmilanandiju@gmail.com; anuleenabhattacharjee@gmail.com; johirulmondal818@gmail.com; piyalieng42@gmail.com; drphalguni.cu@gmail.com; mitali.rabha5@gmail.com; sheuli.biswas.adhikary@gmail.com; rachana.ajkm@gmail.com; shreechatterjee1990@gmail.com; vickey.law@gmail.com; ranu.majumdar@gmail.com; papiyaghosh936@gmail.com

Date: Thursday, 21 April, 2022 at 08:08 am IST

Dear Sir/Madam,

We are happy to inform you that the Department of Bengali, West Bengal State University, in collaboration with I.Q.A.C., West Bengal State University and Byanjanbarna Foundation, Kolkata, are going to organize a 2 Day International Seminar on 'Environmental Crisis : Its Impact on Contemporary Society, Education and Literature' during 26th to 27th April, 2022 at Seminar Hall, West Bengal State University, Barasat, North 24 Parganas, West Bengal, India.

We are happy to inform you that your Abstract has been selected for presentation in the said Seminar. You will be given 5 minutes for presentation of the Abstract/Paper/Power Point/Oral Presentation during the Seminar. Please bring a Hard Copy of the Abstract of the Paper and submit it to the Seminar on 26th April, 2022 Seminar at 9:30 am. The Registration/Donation Fee for the Seminar will be Rs.1,000/- only (For Teacher and Research Scholar), Rs.300/- only (For P.G. and U.G. Student). After the Completion of the Seminar, the Selected Papers will be published later in a Seminar Volume. Those candidates, whose Papers will be selected, will be intimated in due course of time. No D.A./T.A. and Accommodation facility will be provided to the selected participants.

Thanking you,

Yours sincerely,

Organising Team

International Seminar

To

The Principal

Balagarh Bijoy Krishna Mahavidyalaya

Balagarh, Hooghly

Sub.: Application for receiving financial aid for participation in Conference

Respected Sir,

With all due regards, most humbly I, Kalachand Sain(SACT-II, Department of Economics , BBKM), would like to inform you that I have participated and presented my two research paper in one National Seminar and other on International Conference-. It is a sincere request if the registration amount could be provided fully/partially from the research grant of this college. I am attaching the payment details along with this letter.

I shall be highly obliged if my request could be granted.

Thanking you,

Kalachand Sain

23/5/23

Details

1. Two day National conference—SKBU, Registration fee-750/-

2. IEA Conference—Fakir Mohan University—Registration fee-4000/-

Forwarded for payment Rs. 1000/- (One thousand) only
12/08/23

Dr. Pratap Banerjee
Principal

Balagarh Bijoy Krishna Mahavidyalaya
Balagarh, Hooghly - 712501



Certificate id: SKBU/COM/NC/025

Sidho-Kanho-Birsha University

(Accredited by NAAC with B+ Grade)
Purulia, West Bengal, India

Certificate of Presentation

This is to certify that Kalachand Sain, Research Scholar
of Sidho-Kanho-Birsha University
has presented a paper titled Self Help Group is A Pawan Broking System-a Case Study
in the Two Day National Conference on Emerging Issues in Business and Finance
organised by the Department of Commerce, Sidho-Kanho-Birsha University during
December 14-15, 2022.

Prof. Pradipta Banerjee
Dean of Commerce

Dr. Amitava Mondal
Convener

Dr. Malay Kr. Ghosh
Jt. Convener

K. Sain
23/5/23



Transaction Successful
08:31 PM on 05 Nov 2022

Paid to



IEA CONFERENCE FMU

₹4,000



Transfer Details



Transaction ID

T2211052031467201911882

Debited from



XXXXXX5538

₹4,000

UTR: 230929266444

Powered by

ICICI Bank

K. Saw
23/10/22



Payment Successful.

Registration

Applicant's Primary Details

Full Name : KALACHAND SAIN

Mobile : 9434661614

Email : KALACHAND31@GMAIL.COM

Gender : MALE

Designation : Research scholar

University/Affiliation : SKBU

Membership/Registration Type Selection

Type : Research Scholar

Transaction Details

Transaction Id : pay_KqdwpfcxEus1fB

Date of Transaction : 11-12-2022 20:26

Fees paid : Rs. 750.00

Print

K. Sain
23/12/23

Help?