



CITY COLLEGE

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POLICY DOCUMENT ON SUPPORT TO TEACHERS TO ATTEND CONFERENCES/ WORKSHOPS AND TOWARDS MEMBERSHIP FEE OF PROFESSIONAL BODIES

Aim and Objective:

City College aims to encourage its teaching and non-teaching staff to develop a culture of research and enhance their pedagogical and administrative skills. To achieve this goal, the college administration ensures that the employees have access to sufficient resources and facilities, which enable them to attend training programmes, conferences, seminars, workshops, as well as to pay membership fees of professional bodies.

Facilities Provided to Employees:

- Financial support provided to teaching and non-teaching staff for attending conferences/ workshops and towards membership fee of professional bodies
- Leaves (duty leaves/ on duty) provided to teaching and non-teaching staff as and when required.

Process:

- Each member of staff is required to submit a written application to the Principal in order to attend any training programmes, conferences, seminars, workshops, or to pay membership fees to professional bodies.

Elai Chatterjee

Principal
City College, Kolkata-9

- Once the applications have been carefully reviewed and verified, the Principal will grant approval for attendance to the relevant programmes.
- Staff members are required to submit all relevant receipts and bills for any expenses incurred and they will be reimbursed accordingly.
- The registration fee for attending conferences will also be reimbursed, subject to the submission of appropriate bills.

Sita Chatterjee

Principal
City College, Kolkata-9