



OFFICE OF THE PRINCIPAL  
**SONARI COLLEGE**

P.O.: Sonari, Dist.: Charaideo (Assam)  
PIN 785690

e-mail:principalsonaricollege@gmail.com  
Phone No .03772 256515(O)

Ref. No. ....

Date.....

## DVV Clarification

### Criterion VI: Governance, Leadership and Management

**Metric No. 6.3.2: Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**DVV Query 1: [LINK TO THE POLICY DOCUMENT](#)**



  
**Principal**  
**SONARI COLLEGE**  
**SONARI**



## Policy document on providing financial support to teachers



### OFFICE OF THE PRINCIPAL SONARI COLLEGE

P.O.: Sonari, Dist.: Charaideo (Assam)  
PIN 785690

e-mail: principalsonaricollege@gmail.com  
Phone No .03772 256515(O)

Ref. No. ....

Date.....

### Policy Document for Financial Support to Teachers & Officials

The Core value of our institution is to focus on quality. To encourage teachers, college facilitate grant financial support with the approval of Research and Consultancy Cell of the College. The expenditure made by Principal from College Miscellaneous fund.

#### Scope of Financial Support.

- The teachers are provided with financial support for professional development activities like :
1. Participating in Seminar, Workshop and Conference.
  2. Membership Fee of professional bodies.
  3. Being awarded Ph.D. or other award.

#### Form of financial support.

- The financial support can be for :
1. Registration fees for Seminar, Workshop and Conference.
  2. T.A. & D.A. incase of outstation Seminar, Workshop and Conference.
  3. Financial Appreciation of Rs. 2000/- (Two thousand) for being awarded with Ph.D. degree from recognized University and other awards from designated organization.
  4. Membership Fee of professional bodies.

#### Procedure for Application and Approval.

The teachers need to follow the following procedure for application and approval for financial support.

1. Interested Teachers may apply for financial support through the Head of the Department with valid ground to the Principal. If applicable Principal may release for the same by the accounts section.
2. In case when the fees paid by the teachers the amount is reimbursed after following proper application and approval.
3. The teacher must submit relevant documents and certificate of participations for record.
4. The Teacher must enclose a report with necessary receipt of payment.

  
Principal  
Sonari College  
SONARI COLLEGE  
SONARI