



GOVERNMENT OF WEST BENGAL

*Office of the Principal*

ACHARYA PRAFULLA CHANDRA ROY GOVERNMENT COLLEGE

HIMACHAL VIHAR, MATIGARA, SILIGURI, DARJEELING

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## **POLICY DOCUMENTS FOR FINANCIAL SUPPORT TO TEACHERS**

The institution is committed to supporting the professional development and well-being of its teaching staff through a comprehensive financial assistance program. Eligibility extends to all full-time teachers, who may apply for support towards continuing education, workshops, and wellness initiatives. To access funds, teachers submit detailed proposals outlining their objectives and budgetary requirements. A dedicated committee evaluates proposals based on their relevance and potential impact. Upon approval, funds are disbursed with a clear expectation of accountability for expenses incurred. Regular reviews of the program's effectiveness will be conducted to ensure its alignment with the evolving needs of the teaching staff and the institution's educational objectives.

### **ELIGIBILITY CRITERIA**

Full-time teachers employed by the institution are eligible to apply for financial support.

### **APPLICATION PROCESS**

**Purpose:** Financial support is provided solely for professional development and well-being initiatives related to teaching responsibilities.

**Budget:** Applicants must submit a detailed budget outlining the intended use of funds, with adherence to allocated amounts.

**Approval Process:** Decisions regarding financial support applications are made by a designated committee and are final.

**Application Deadline:** All applications must be submitted by the specified deadline to be considered for funding.

### **TERMS AND CONDITION**

The application process for financial support entails several key steps to ensure transparency and fairness. Firstly, eligible teachers must complete an application form provided by the institution, detailing the purpose and scope of their request. Alongside this, applicants are required to submit a comprehensive budget outlining the anticipated expenses.

### **MAXIMUM FINANCIAL ASSISTANT**

Maximum financial support is determined by the Higher Authority and it is communicated to the respective teachers before the release of the financial grant.

Financial support is considered through case-by-case basis. It is granted taking account the merits and contribution of the concerned teacher.

### **ACCOUNTING AND REPORTING**

To access funds, teachers submit detailed proposals outlining their objectives and budgetary requirements.

A dedicated committee evaluates proposals based on their relevance and potential impact. Upon approval, funds are disbursed with a clear expectation of accountability for expenses incurred.



Officer-in-Charge  
A.P.C. ROY GOVT. COLLEGE  
Siliguri