

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani, Kolkata- 700017



Criterion Name: Governance, Leadership and Management

Index No: 6.3.2

Subtitle: Response to DVV - Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years.

Policy Document

*For providing financial support to
teachers to attend
conferences/workshops and towards
membership fee of professional bodies
during the last five years*

Policy Document:

Policy for Financial Aid –

(For providing financial support to teachers to attend conferences/workshops and towards membership fee of professional bodies during the last five years)

Session 2022-23

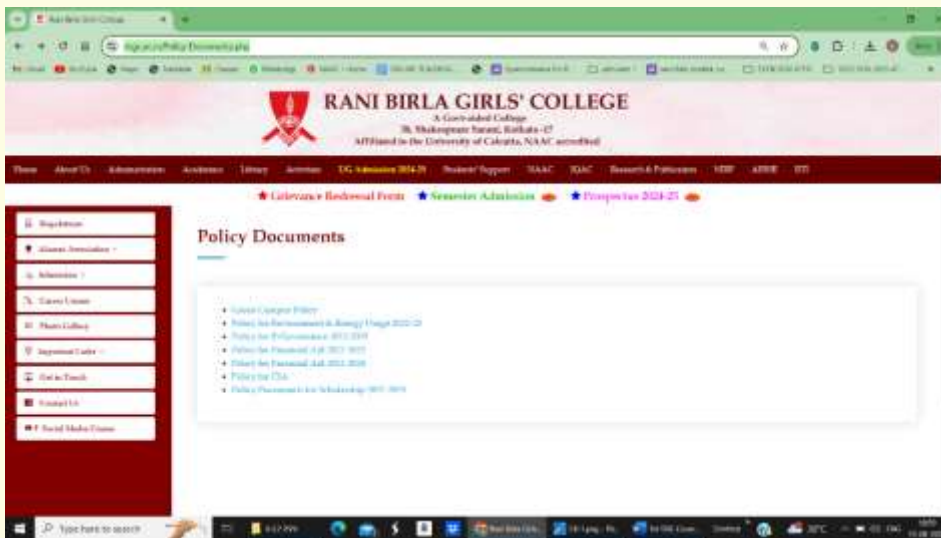
Link to the Policy Document:

<https://www.rbgc.ac.in/policy-documents/Policy-for-Financial-Aid-2022-23.pdf>

Policy Document: Policy for Financial Aid –

(For providing financial support to teachers to attend conferences/workshops and towards membership fee of professional bodies during the last five years)

Session 2022-23



Screenshot of the Policy Document (2022-23) hosted in the College Website for providing financial support to teachers to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Screenshot of the Policy Document (2022-23) hosted in the College Website for providing financial support to teachers to attend conferences/workshops and towards membership fee of professional bodies during the last five years



RANI BIRLA GIRLS' COLLEGE

Affiliated to the University of Calcutta

**38, SHAKESPEARE SARANI
KOLKATA: 700017**



POLICY FOR FOR FINANCIAL AID TO TEACHERS FOR ACADEMIC, RESEARCH AND ALLIED ACTIVITIES

SESSION: 2022-23



PURPOSE:

Rani Birla Girls' College values the importance of upgradation of academic knowledge and research quality of its faculty members to make the learning outcomes more fruitful. This institutional policy for providing financial assistance to teachers underscores our commitment to fostering continuous professional development. We recognize the pivotal role that ongoing learning plays in enhancing the skills and knowledge of our teaching staff. This policy outlines a structured approach to support faculty members in attending seminars, conferences, workshops, and covering membership fees for professional organizations.

SCOPE:

The financial support to attend Conferences/Workshops and towards Membership Fee of Professional Bodies will be applicable to all the full-time permanent faculty members of the college. Teachers who have completed at least one year of service and is confirmed in her/his post, will be eligible to seek financial support under this policy.

POLICY GUIDELINES:

- 1) The financial support is available to attend or participate in attending workshops, seminars, workshops, conferences, training programmes both in offline mode, and/or to pay membership fees of professional bodies related to the faculty member's discipline.
- 2) For conference /workshops registration fees or travel allowance may be paid for paper presentation only and not for attending in international conferences.
- 3) Membership fee for academic professional bodies will be reimbursed for life membership only.
- 4) The amount to be reimbursed is not to exceed Rs 2000.00 per teacher per financial year
- 5) The faculty members should have completed at least one year of service and have been confirmed in their post, to be eligible to seek financial support.



PROCEDURE:

Faculty members who wish to avail financial support for professional development activities must follow the application process outlined below:

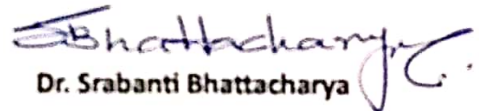
1. Faculty members must submit a formal application to the Principal for financial support in the form of reimbursement.
2. The application should include the letter of acceptance of paper, programme schedule of the conference or seminar, registration receipt, tickets, membership receipts (whichever is applicable).
3. Faculty members should also submit a copy of the certificates received.
4. The Principal will review the application, and if found to be relevant and significant for the professional development of the faculty member will approve it.

REVIEW:

This policy will be reviewed from time to time to assess its effectiveness and to make necessary revisions if necessary.

Sushmita Das
Sushmita Das

IQAC Coordinator
COORDINATOR, IQAC
RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA - 700 017


Dr. Srabanti Bhattacharya

Principal
Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017



Policy Document

*For providing financial support to
teachers to attend
conferences/workshops and towards
membership fee of professional bodies
during the last five years*

Policy Document:

Policy for Financial Aid –

(For providing financial support to teachers to attend conferences/workshops and towards membership fee of professional bodies during the last five years)

Session 2023-24

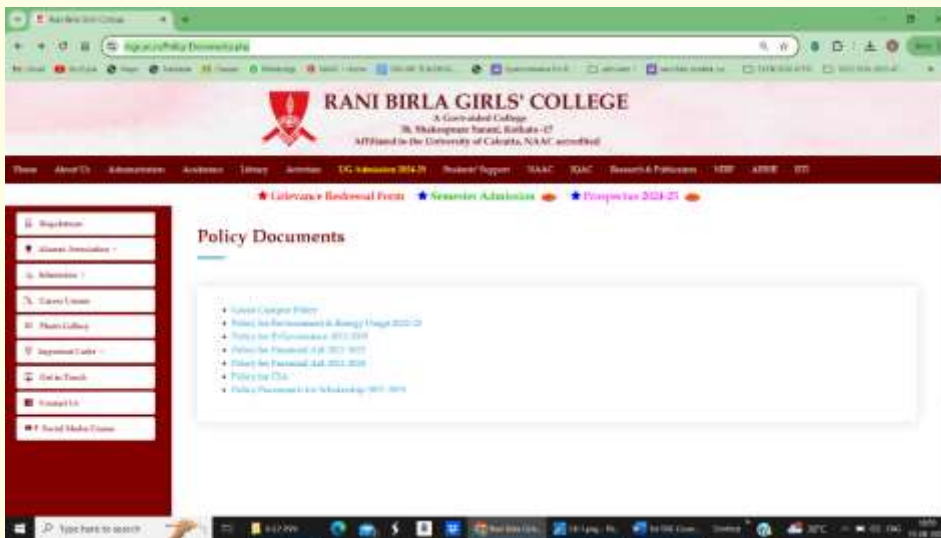
Link to the Policy Document:

<https://www.rbgc.ac.in/policy-documents/Policy-for-Financial-Aid-2023-24.pdf>

Policy Document: Policy for Financial Aid –

(For providing financial support to teachers to attend conferences/workshops and towards membership fee of professional bodies during the last five years)

Session 2023-24



Screenshot of the Policy Document (2023-24) hosted in the College Website for providing financial support to teachers to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Screenshot of the Policy Document (2023-24) hosted in the College Website for providing financial support to teachers to attend conferences/workshops and towards membership fee of professional bodies during the last five years



RANI BIRLA GIRLS' COLLEGE

Affiliated to the University of Calcutta

**38, SHAKESPEARE SARANI
KOLKATA: 700017**



POLICY FOR FOR FINANCIAL AID TO TEACHERS FOR ACADEMIC, RESEARCH AND ALLIED ACTIVITIES

SESSION: 2023-24



PURPOSE:

Rani Birla Girls' College values the importance of upgradation of academic knowledge and research quality of its faculty members to make the learning outcomes more fruitful. This institutional policy for providing financial assistance to teachers underscores our commitment to fostering continuous professional development. We recognize the pivotal role that ongoing learning plays in enhancing the skills and knowledge of our teaching staff. This policy outlines a structured approach to support faculty members in attending seminars, conferences, workshops, and covering membership fees for professional organizations.

SCOPE:

The financial support to attend Conferences/Workshops and towards Membership Fee of Professional Bodies will be applicable to all the full-time permanent faculty members of the college. Teachers who have completed at least one year of service and is confirmed in her/his post, will be eligible to seek financial support under this policy.

POLICY GUIDELINES:

- 1) The financial support is available to attend or participate in *international* seminars, workshops, conferences, training programmes both in online and offline mode, in India and abroad and/or to pay membership fees of professional bodies related to the faculty member's discipline.
- 2) For conference /workshops registration fees or travel allowance may be paid for paper presentation only and not for attending in international conferences.
- 3) The amount to be reimbursed is not to exceed Rs 5000.00 per teacher per financial year.
- 4) Membership fee for academic professional bodies will be reimbursed for life membership only.
- 5) The faculty members should have completed at least one year of service and have been confirmed in their post, to be eligible to seek financial support.
- 6) Faculty members will be provided funding on rotation basis, to ensure maximum coverage of the policy.



PROCEDURE:

Faculty members who wish to avail financial support for professional development activities must follow the application process outlined below:

1. Faculty members must submit a formal application to the Principal for financial support in the form of reimbursement.
2. The application should include the letter of acceptance of paper, programme schedule of the conference or seminar, registration receipt, tickets, membership receipts (whichever is applicable).
3. Faculty members should also submit a report of the conference/seminar attended, photographs and certificates received.
4. The Principal and the IQAC Coordinator will review the application and may forward it to the Administrator/Governing Body if found to be relevant and significant for the professional development of the faculty member.
5. All reviewed applications for a particular financial year will be presented before the Administrator/Governing Body once in September and once in March for approval.
6. Disbursement of financial support is subject to final approval of the Administrator/Governing Body.

BUDGET ALLOCATION:

Rani Birla Girls' College will earmark Rs. 25,000/- in its Annual Budget towards reimbursement of amount spent on attending various, seminars, symposia, workshops, conferences and for membership fees for professional bodies. Financial support will be provided based on the significance and relevance of the application in respect to the professional development of the faculty member and the availability of funds.

COMPLIANCE AND REPORTING:

The Finance Subcommittee will monitor and report on the utilization of the budget allocated for the said purpose. A yearly report will be presented in the Finance Subcommittee meeting and reported to the Administrator/Governing Body to ensure transparency and accountability.



REVIEW:

This policy will be reviewed from time to time to assess its effectiveness and to make necessary revisions if necessary.

Kenatived,

Dr. Keka Trivedi

Administrator

ADMINISTRATOR
Rani Birla Girls' College
38, Shakespeare Sarani, Kol-17

Sushmita Das

Sushmita Das

IQAC Coordinator

COORDINATOR, IQAC
RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA - 700 017

Sbhattacharya

Dr. Srabanti Bhattacharya

Principal

Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017



E-copies of letters

*Showing Financial Assistance to
teachers*



PHONE : 2287-5509 / 2283-5797

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani
Kolkata - 700 017

GOVT. AIDED NAAC ACCREDITED

This is to certify that all the supporting documents attached herewith have been authenticated by the undersigned.

(Dr. Srabanti Bhattacharya)

Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017

2022-2023

**Receipts Submitted by
Dr. Srabanti Bhattacharya (Principal) for attending NAAC
Workshop on 27/02/2023**

VICTORIA INSTITUTION (College)
78, B. Acharya Prafulla Chandra Road, Kolkata-700 009

Amount for Payment: 2000 DAY / MORNING

CREDIT 2000 A/C

Received from Dr. Srabanti Bhattacharya
On account of NAAC Workshop

File Chapter No. _____ Date _____
DCO Book (Rajabazar Branch) _____
Amount in words Two hundred only

Signature of Payer _____
Signature of Receiver _____

VICTORIA INSTITUTION (College)

Received
28/2/23

Receipt

S. Bhattacharya

(Dr. Srabanti Bhattacharya)

Principal
RANI BERLA GIRLS' COLLEGE
38, Shakerpore Sarani
Kolkata - 700 017

**Payment Voucher of
Dr. Srabanti Bhattacharya (Principal) for attending NAAC
Workshop on 27/02/2023**

RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA - 700 017
E-Mail: contact@rbgi.co

Payment Voucher

No.	DATE	Particulars	Debit	Credit
		Account : NAAC (HQAC) KOLKATA (KOLKATA)	200.00 IN	200.00

Through :
Cash

On Account of :
BEING THE AMOUNT PAID TO VICTORIA INSTITUTION COLLEGE
THROUGH PRINCIPAL FOR NAAC WORKSHOP HELD ON THE SAID
INSTITUTION ON 27.02.2023 AS PER BEL ATTACHED.

Amount (in words) :
Indian Rupees Two Hundred Only

₹ 200.00

Receiver's Signature : *[Signature]* 27/2/23

Authorized Signatory : *[Signature]* 1/3/23

Voucher

S. Bhattacharya

(Dr. Srabanti Bhattacharya)

Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017

Certificate of

**Dr. Srabanti Bhattacharya (Principal) for attending NAAC
Workshop on 27/02/2023**



Certificate

Srabanti Bhattacharya

(Dr. Srabanti Bhattacharya)

Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakerpore Sarani
Kolkata - 700 017

Receipts Submitted by

Dr. Samarpita Ghosh Roy, Associate Professor, for attending NAAC Workshop on 27/02/2023

VICTORIA INSTITUTION (College)
78/B, Acharya Prafulla Chandra Road, Kolkata-700 009

Voucher No. _____
C.B. _____
Date 27-02-2023

CREDIT DAY / MORNING

Received from Dr. Samarpita Ghosh Roy A/C

In account of NAAC Workshop

for Cheque No. _____ Date _____

CO Bank (Rajabazar Branch)

Amount in words Rupees Two hundred only

Amount	No.	A.
200	00	
200	00	

Shubra 27/2/23
Dr. Samarpita Ghosh Roy
ASSOCIATE PROFESSOR
VICTORIA INSTITUTION

VICTORIA INSTITUTION (College)

Received
Dr. Samarpita Ghosh Roy
27/2/23

Receipt

S. Bhattacharya

(Dr. Srabanti Bhattacharya)

Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata-700 017

**Payment Voucher of
Dr. Samarпита Ghosh Roy for attending NAAC Workshop on
27/02/2023**

RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA - 77
E-Mail: rbgc@rbgc.org

Payment Voucher

No. 870

Particulars	Debit	Credit
Account: NAAC (IQAC) VICTORIA INSTITUTION COLLEGE	200.00 Dr	200.00

Through :
Cash

On Account of :
BEING THE AMOUNT PAID TO VICTORIA INSTITUTION (COLLEGE) #7
SHAKESPEARE SARANI OR SAMARPITA GHOSH ROY FOR NAAC WORKSHOP
FEE ON 27/02/2023 AS PER BILL ATTACHED.

Amount (in words):
Indian Rupees Two Hundred Only

Receiver's Signature: *[Signature]* 21/2/23

Authorized Signatory: *[Signature]* 21/2/23

₹ 200.00

Voucher

[Handwritten Signature]

(Dr. Srabanti Bhattacharya)

Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017

**Receipts Submitted by
Dr. Sarmila Paul for attending NAAC Workshop on
27/02/2023**

RAMAKRISHNA MISSION ASHRAMA NARENDRAPUR
Kolkata - 700 103, West Bengal • Phone : (033) 2427-2700
(A Branch Centre of Ramakrishna Mission, Dakshin Math, Varanasi, West Bengal)

Date: 27/02/23
30312
Received with thanks a sum of Rupees One thousand five hundred
From: Sarmila Paul
Rani Birla Girls' College
PAN/Chq No: Contact No./Email ID
Cash/DO/Chq/RTGS/NEFT
Rs 1500/-
for: NAAC Comm
₹ 1500/-
Collected by: Sarmila Paul
Secretary
27.02.2023

Received Rs. 1500/-
in cash.
Sarmila Paul
27.02.2023

Receipt

S. Bhattacharya

(Dr. Srabanti Bhattacharya)

Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017

**Payment Voucher of
Dr. Sarmila Paul for attending NAAC Workshop on
27/02/2023**

RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA - 700 017
E-Mail : contact@rbgc.in

Payment Voucher

No. 881 Dated : 28-Feb-2023

Particulars	Amount
Account : Naac (IQAC) RAMAKRISHNA MISSION 150.00 Dr	150.00

Through :
Cash

On Account of :
BEING THE AMOUNT PAID TO RAMAKRISHNA MISSION ASHRAMA
NARENDRAPUR THROUGH DR. SARMILA PAUL FOR NAAC
WORKSHOP HELD ON THE SAID INSTITUTION ON 27.02.2023 AS PER
BILL ATTACHED.

Amount (in words) :
Indian Rupees One Hundred Fifty Only

₹ 150.00

Receiver's Signature: *[Signature]* 28/2/23

Authorized Signatory: *[Signature]* 18/2/23

Voucher

S. Bhattacharya

(Dr. Srabanti Bhattacharya)

Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017

List of Supported Teachers over the years

*List of Supported Teachers over the
years (2022-23)*

Signed by the Principal



PHONE : 2267-5509 / 2283-5797
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017
GOVT. AIDED NAAC ACCREDITED

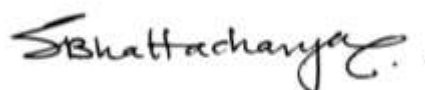
This is to certify that all the supporting documents attached herewith have been authenticated by the undersigned.

(Dr. Srabanti Bhattacharya)

Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshop and towards membership fee of professional bodies during the last five years

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support received (in INR)
2018-19				
NIL	NIL	NIL	NIL	NIL
2019-20				
NIL	NIL	NIL	NIL	NIL
2020-21				
NIL	NIL	NIL	NIL	NIL
2021-22				
NIL	NIL	NIL	NIL	NIL
2022-2023				
2022-2023	Dr. Srabanti Bhattacharya	Relevant Aspects of NAAC Accreditation	Victoria Institution	200/-
2022-2023	Dr. Samarpita Ghosh Ray	Relevant Aspects of NAAC Accreditation	Victoria Institution	200/-
2022-2023	Dr. Sarmila Paul	NAAC Workshop	Ramakrishna Mission Ashrama Narendrapur	150/-



(Dr. Srabanti Bhattacharya)

Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017

Audited Financial Statement

*Audited Financial Statement (2022-23)
highlighting the financial support given to
teachers*



PHONE : 2267-5509 / 2283-5797
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017
GOVT. AIDED NAAC ACCREDITED

This is to certify that all the supporting documents attached herewith have been authenticated by the undersigned.

(Dr. Srabanti Bhattacharya)

Principal
RANI BIRLA GIRLS' COLLEGE
38, Shakespeare Sarani
Kolkata - 700 017



**AUDITORS' REPORT
TO
THE MEMBERS OF
RANI BIRLA GIRLS' COLLEGE**

1. We have audited the attached Balance Sheet of RANI BIRLA GIRLS' COLLEGE of 38, SHAKESPEARE SARANI KOLKATA - 700 017, as at 31st, March, 2023 and also the Income and Expenditure Account of the College for the year ended on that date annexed thereto.
2. We have conducted our audit in accordance with auditing standards generally accepted in India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence & supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used the significant estimates by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

3. **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

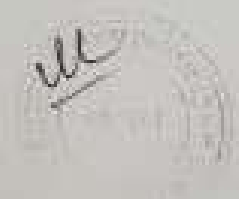
Management is responsible for the preparation of the financial statements in accordance with Co Operative Society Laws and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the entity's financial reporting process.

4. **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



RANI BIRLA GIRLS' COLLEGE
18, SHAKESPEARE SARANI
KOLKATA - 700017

Income and Expenditure A/c for the year ended 31st March 2023

Particulars		Particulars	
To Opening Maintenance	10,620.00	By Admission Fees	12,53,250.00
To Audit Fees	14,632.00	To Computer Fees	21,600.00
To Bank Charges	13,819.84	To Development Fees	5,43,000.00
To Building Maintenance Expenses	2,82,638.00	To Examination Fees	3,25,200.00
To Computer Accessories	2,85,418.00	To Gen. Lab Fees	1,95,300.00
To Cultural Programme	1,68,791.09	To Library Fees	1,62,900.00
To Electric maintenance	34,465.00	To Magazine Fees	54,250.00
To Electric Charges	1,77,740.00	To Maintenance Fees	4,88,700.00
To Games & Sports Exp.	21,425.00	To Practical Fees	34,193.00
To Geography Apparatus	82,973.00	To Registration Fees	3,105.00
To Financial Aid to Teaching Staff	660.00	To Registration Form Fees	1,980.00
To Journals & Magazine	2,387.00	To Session Fees	8,14,500.00
To Lawn & Garden Expenses	25,408.00	To Sports Fees	15,500.00
To Legal Expenses	85,205.00	To T.C. Fees	2,45,875.00
To Misc. (IGAC)	6,505.00	To Tuition Fees	48,312.00
To Postal Expenses	544.00	To Examination form Fees	48,312.00
To Printing & Stationery	1,22,140.00	To Online Admission Fees	890.00
To Recruitment	1,09,563.00	To Reimbursement of Salary	5,000.00
To Rent & Taxes	1,55,406.00	To Sundry Income	890.00
To Salary	14,25,538.00	To Processing Fees	5,000.00
To Security Agency	3,10,104.00	To Interest	
To Service Charges	1,45,040.00	On Saving bank	
To Honorarium to Guest Lecturer	1,89,000.00	On Term Deposits	14,38,431.00
To Telephone Exp.	34,551.00		
To Travelling Allowance	5,000.00		
To Travelling & Conveyance	72,067.00		
To General Expenses	29,120.00		
To Cable Charges	57,500.00		
To Depreciation	4,29,734.00		
To Advertisement	3,000.00		
To e-Governance	1,05,537.00		
To Medical Exp.	688.00		
To Membership Fees A/c	5,900.00		
To Washing Exp.	2,222.00		
To Conveyance Allowance	35,652.00		
To Repair & maintenance	8,845.00		
To Net Profit transferred to Adjustment A/c	12,00,660.16		
Total	56,55,866.00	Total	56,55,866.00

INCOME & EXPENDITURE ADJUSTMENT ACCOUNT

Balance being excess of Income over Expenditure transferred as under		Surplus - Being the excess of Income over Expenditure	12,00,660.16
Building Fund - 50%	8,11,029.58	SFC - Transfer of Common Expenditure	4,15,399.00
Development Fund - 25%	4,05,514.79		
General Fund - 25%	4,05,514.79		
	16,22,059.16		16,22,059.16

As per our report of even date attached.

For H B & Associates

Chartered Accountants

Firm Registration No. 322716E

Uttam Chatterjee
CA UTTAM CHATTERJEE

Partner

14 No. 681812

Phone - 38, Gurusar Street, Kolkata-700001

Date - 28th April 2024