



Norms for Staff Members

1. Paper/Poster should be presented in a State / National / International level Conference/Seminar etc. and it should be related with his/her domain-knowledge/allied subjects.
2. Maximum **Five thousand rupees** will be reimbursed as registration fees and TA (Bus / Taxi /Train) per faculty per year.
3. Registration fee payment receipt, Travel Tickets should be in the name of the staff-member who is applying for reimbursement.
4. Affiliation (Vidyasagar Metropolitan College) must be mentioned clearly in the poster/paper and certificate of presentation.
5. Staff members will have to apply to Research Committee after the paper presentation for the reimbursement within **One month** from the programme. While doing so, they have to attach:
 - v. Certificate of Presentation
 - vi. Original receipt of registration amount
 - vii. Original Travel/ Accommodation tickets/receipts
 - viii. Hard copy of Published Paper / Abstract / Poster
6. A staff member may avail this facility only once in a year.

Arghya Sen

Principal

Vidyasagar Metropolitan College
Kolkata-700 006