



**GOVT. COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**KHANDOLA, MARCELA – GOA 403 107. (INDIA)**  
(Affiliated to Goa University) (Estd. 1989) Ph. / Fax: 0832-2287718  
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Accredited by NAAC with ' A ' Grade ( 28/03/2017 to 27/03/2022 )

## **FINANCIAL ASSISTANCE POLICY**

The institution promotes Faculty Empowerment strategies by providing financial assistance to the faculties in the form of re-imbusement of registration fees, publication fees, travelling allowance, dearness allowance etc for attending various types of Faculty Development Programmes viz: Short Term Courses, Faculty Induction and Orientation Programmes, Seminars, Conferences, Refresher Courses, Webinars etc. The administrative section of college in compliance with govt. rules, has laid simplified procedure to submit a claim form supplemented by FDP participation approval letter by College/DHE, G-pay/ECS/DD/cash paid fee receipt, relevant bills, attendance certificate, travel fare ticket, copy of article/chapter/research paper published etc as applicable under current re-imbusement rules of the government.

### **Objectives:**

- 1) To provide financial assistance to faculties to promote academic improvement, research activities.
- 2) To encourage teachers to participate in academic, co-curricular institutional exchange & research oriented activities.
- 3) To reimburse in full/part as applicable the fees as per prevailing re-imbusement rules of Directorate of Higher Education/ Goa University/ internal rules of college.
- 4) To verify and approve the claim forms supported by valid evidences, through the administrative staff/ accounts standing committee.
- 5) To collect acknowledgement slip/note of reimbursement by respective faculty and signature on bill settlement register.
- 6) To prepare quarterly reimbursement report get it approved by Principal, Accountant and furnish it for IQAD records and forward copy to DHE/Govt.
- 7) To redress any special grievances of faculties concerning discrepancies in bill settlement etc, through the periodic meeting of account standing committee.

  
**Principal**

**Govt. College of Arts, Science & Commerce, Khandola - Goa**

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