

NALBARI COMMERCE COLLEGE

P.O.: Chowkbazar, Dist.: Nalbari

State: Assam, Pin: 781334

Website: www.nccnalbari.in

Email ID: principalncccollege1979@gmail.com

(Affiliated to Gauhati University)



Policy Document on Providing Financial Support to Teachers

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Nalbari Commerce College

1. Introduction

Nalbari Commerce College, a provincialised institution under the Government of Assam, is committed to fostering an academic environment where its teaching staff is supported financially for professional development, well-being, and academic recognition. This policy outlines the provision of financial support for faculty members to enhance their teaching, research, and personal welfare. It aligns with the guidelines set forth by the Government of Assam, the University Grants Commission (UGC), and other relevant authorities.

2. Objectives of the Policy

The primary objectives of this policy are:

1. To ensure that teachers receive equitable compensation and opportunities for professional growth.
2. To facilitate teachers' participation in academic and professional development programs.
3. To support faculty members in research-related activities by providing necessary financial resources.
4. To offer financial assistance in case of personal emergencies or health-related issues.
5. To recognize and reward faculty for exceptional contributions to education, research, and community development.

3. Scope

This policy applies to all full-time faculty members of Nalbari Commerce College who are either permanent or temporarily appointed. The financial support outlined includes:

1. Regular salary and allowances as per government norms
2. Grants for research, conferences, and workshops
3. Recognition awards and incentives
4. Consolidated salary to the temporarily engaged teachers

4. Salary and Allowances

- a. **Salary Structure:** Faculty members will receive salaries according to the pay scales outlined by the Government of Assam and UGC guidelines. Modifications or enhancements will be implemented based on government directives and institutional capacity.
- b. **Annual Increments:** Teachers, except temporary ones, will be eligible for annual increments in line with government rules. These increments are subject to adherence to established criteria for teaching and research contributions.
- c. **Allowances:** In addition to the base salary, teachers will be entitled to allowances such as House Rent Allowance (HRA), Dearness Allowance (DA), Medical Allowances (MA) and other applicable benefits as prescribed by the Government of Assam.

5. Financial Support for Professional Development

To promote continuous academic and professional development, Nalbari Commerce College will provide financial assistance for various initiatives:

- a. **Research Funding:** Faculty members engaged in research are eligible for grants to cover expenses related to data collection, publication fees, and research materials. The Research and Development Cell will evaluate and approve requests for research funding based on the relevance and scope of the proposed research.
- b. **Professional Development Programs:** Financial assistance may be provided for faculty development programs organized by the college or external institutions, with priority given to programs that enhance teaching quality and academic expertise.

6. Emergency Financial Assistance

The College acknowledges the need to support teachers during personal emergencies or health crises. Therefore, emergency financial assistance will be provided in the following circumstances:

Under the Government of Assam, medical reimbursement facilities are provided to government employees, including the teaching staff of provincialised colleges. The reimbursement is part of the benefits extended to employees as per the Assam Services (Medical Attendance) Rules or similar schemes. These provisions typically include reimbursement for medical expenses incurred in the event of illness, hospitalization, and other health-related issues. The reimbursement can be for both outpatient and inpatient treatment, depending on the specific conditions and limits set by the government.

For teachers in provincialised colleges like Nalbari Commerce College, the medical reimbursement facility may cover:

- a. Hospitalization costs
- b. Medicines and treatments
- c. Surgical procedures (if required)
- d. Consultation fees
- e. Medical tests and investigations

Conditions for Medical Reimbursement

The process for medical reimbursement is generally governed by the following conditions:

1. **Government Guidelines:** The reimbursement follows the guidelines set by the Assam government, which may include pre-approval for certain treatments or hospitalization.
2. **Authorized Medical Facilities:** The treatment must be obtained from a government hospital, empanelled private hospitals, or registered medical practitioners. There may be provisions for reimbursement if treatment is obtained in a private hospital under certain circumstances, such as emergency situations.
3. **Submission of Bills and Documents:** Faculty members must submit the original medical bills, receipts, prescriptions, and other relevant documents to the college authority for processing the reimbursement.
4. **Reimbursement Limits:** There might be a prescribed annual or per-incident limit on the reimbursement amount. The exact amount can vary depending on the employee's pay scale and the government's budget allocation.
5. **Approval Process:** The reimbursement request is typically processed through the college administration and then sent to the concerned government department for approval and payment.

7. Faculty Recognition and Awards

To acknowledge the contributions of teachers, Nalbari Commerce College will implement a system of recognition, including:

Research Publication Incentives: Teachers who publish significant research in CARE, SCOPUS and Web of Science journals or author academic books will be provided with financial incentives, as well as institutional recognition for their academic contributions.

8. Application Process for Financial Support

Teachers who wish to avail financial support under this policy must adhere to the following application procedure:

- a. **Submission of Application:** Faculty members must submit a formal application to the principal or the concerned committee (Research and Development Cell, etc.) stating the nature of financial assistance required.
- b. **Review and Approval:** The application will be reviewed by the appropriate committee based on its relevance, the availability of funds, and its alignment with college goals. Additional documents such as receipts, medical certificates, or research proposals may be requested.
- c. **Disbursement of Funds:** Upon approval, funds will be disbursed according to the terms set forth in the application, either in advance or after the event/expenditure as appropriate.

9. Monitoring and Review

- a. **Monitoring:** The implementation of this policy will be monitored regularly by the Principal to ensure funds are used effectively and in line with the policy's objectives.
- b. **Annual Review:** The policy will be reviewed annually to evaluate its effectiveness, ensure that it meets the needs of faculty members, and adjust based on changes in government regulations or institutional priorities.

10. Audit and Financial Accountability

To ensure transparency, accountability, and proper utilization of financial resources, the financial records and transactions of Nalbari Commerce College will be subject to regular audits. These audits will be carried out by qualified professionals and government authorities to ensure compliance with applicable rules, regulations, and financial practices.

- A. **Audit by Chartered Accountant (CA):** The college's financial accounts, including receipts, payments, and other financial transactions, will be audited annually by a Chartered Accountant (CA) appointed by the governing body of the college. The CA will examine the financial statements, ensure accuracy, and provide an audit report that certifies the authenticity and correctness of the financial records.
- B. **Audit by Directorate of Local Fund Audit (DLFA):** In addition to the audit conducted by the Chartered Accountant, the financial records will also be subject to periodic inspection by the Directorate of Local Fund Audit (DLFA), an agency under the Government of Assam. The DLFA audit will ensure compliance with state regulations, verify the proper utilization of government funds, and ensure that all financial activities are aligned with the standards set by the Assam government.
- C. **Audit Findings and Compliance:** Any discrepancies, irregularities, or non-compliance identified during these audits will be addressed promptly by the college administration. Corrective actions will be taken based on the


recommendations made in the audit reports to maintain financial integrity and ensure compliance with relevant regulations.

- D. **Transparency and Access:** The college will make the audit reports available to relevant authorities, stakeholders, and the public (when necessary) to uphold transparency in its financial operations.

11. Conclusion

This policy underscores the commitment of Nalbari Commerce College to support its teachers in their academic, professional, and personal endeavours. By providing financial assistance for professional development, research, and emergency needs, the College seeks to create a nurturing environment where faculty can thrive and contribute to the overall success of the institution.


Co-ordinator
Internal Quality Assurance Cell (IQAC)
Nalbari Commerce College
Nalbari, Assam


Principal cum Secretary
Nalbari Commerce College
Nalbari, Assam