



FINANCIAL ASSISTANCE POLICY

- The institution provides financial assistance to its staff for enhancing their competence. Any staff under permanent or temporary employment can seek financial assistance for any of the following activities.
 1. Refresher programmes
 2. Orientation or induction programs
 3. Workshops, seminars and other academic conferences
 4. Traveling expenses to attend any academic and official duties
- A staff can claim up to Thousand Rupees for reimbursement for a single programme except in the case of expenses incurred to perform any official duties.
- A staff can avail a maximum of Five thousand Rupees in an Academic year.
- The applicant cannot claim for petrol expenses if the venue of the programme is 100 km away from the starting point of the Journey. But the party can seek reimbursement for other traveling expenses.
- The Bursar of the college has the complete authority over the disposal of any claim. The applicants need to submit a request for reimbursement to the college Bursar within 15 days of joining back to the institution with necessary supporting documents.
- The request form can be downloaded from the college website.
<https://devamatha.ac.in/ckfinder/userfiles/files/Request%20form.pdf>
- The college will bear the cost of staff members for attending any workshop or seminars conducted in its own campus.

