

## **CRITERIA-6**

### **METRIC NO- 6.3.2**

#### **Query raised by NAAC in DVV**

#### **HEI to pl submit**

1. Policy document on providing financial support to teachers
2. Audited statement of account highlighting the financial support to teachers to attend conferences/ workshops towards membership fee for professional bodies”

#### **Response of the HEI**

1. Policy document on providing financial support to teachers
2. Audited statement of account highlighting the financial support to teachers to attend conferences/ workshops towards membership fee for professional bodies”

<b>Sl.No</b>	<b>DVV Clarification</b>	<b>Page. No</b>
<b>1</b>	Policy document on providing financial support to teachers	<b>2-4</b>
<b>2</b>	Audited statement of account highlighting the financial support to teachers to attend conferences/ workshops towards membership fee for professional bodies”	<b>5-10</b>

**1. Policy document on providing financial support to teachers**

The core value of Jorhat Kendriya Mahavidyalaya is to focus on quality. Thus, emanates the quality policy that encompasses about enhancing competence of the faculty by encouraging them to adopt innovative and updated methods of teaching based on latest technology. In this pursuit, the administration of the college provides financial support to teachers for professional development. A budgetary provision is made by the administration for every financial year. The policy document of the college to provide financial support to teaching staff for attending conferences / work shop are attached here with,



*Estd: 1981*

## **JORHAT KENDRIYA MAHAVIDYALAYA**

**KENDUGURI, JORHAT-785 010, ASSAM**

Phone # 0376-2350009, e-mail: [jkmprincipal@rediffmail.com](mailto:jkmprincipal@rediffmail.com), Fax # 0376-2350009

**Re-accredited by NAAC with Grade B<sup>++</sup>**

Website # <http://www.jorhatkendriyamahavidyalaya.in>

Ref No... ..

Date: ... 19-01-2021

## **NOTICE**

**Regarding financial support for attending academic programmes such as seminars, workshops, conference etc.**

Administration of Jorhat Kendriya Mahavidyalaya has been implementing the policy on *providing financial support for attending academic programmes* such as Seminars, workshops, conference etc. Proposals are invited from all the stakeholders of Jorhat Kendriya Mahavidyalaya. The Details of the policy of Jorhat Kendria Mahavidyalaya is attached herewith.

*Dr Dulen Saikia*  
19/01/2021

(Dr Dulen Saikia)  
Principal & Secretary  
Jorhat Kendriya Mahavidyalaya

Principal & Secretary  
Jorhat Kendriya Mahavidyalaya  
Kenduguri, Jorhat- 10



**Estd: 1981**

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### **POLICY OF THE COLLEGE TO PROVIDE FINANCIAL SUPPORT TO TEACHING STAFF FOR ATTENDING ACADEMIC PROGRAMMES**

Jorhat Kendriya Mahavidyalaya, believes that research and quality improvement in the teaching and learning process contribute to classroom excellence. Significant changes in the structure of education have occurred both nationally and worldwide, making learning more accessible. As a result of these changes, teachers must be more adaptable, flexible, and diversified. Internal faculty members can upgrade their academic knowledge through the platforms provided by Jorhat Kendriya Mahavidyalaya's well-designed Policy related to financial support.

#### **Policy Statement**

This programme intends to assist faculty members in advancing their academic careers. The goal is achieved by offering financial assistance to educators and encouraging them to attend seminars, symposia, conferences, workshops, and training workshops held in India. This would aid in sharing knowledge, fostering academic growth, increasing collaborations and networking. This also helps to create a conducive environment for academic study. The outcomes of such interactions and interventions would improve teachers' professional and personal effectiveness, resulting in institutional, individual, and student academic achievements.

#### **Policy:**

1. Jorhat kendriya Mahavidyalaya provides financial assistance to the permanent faculty members and students of the college for attending national seminar and workshop as a representative of college . The financial assistance includes T.A / D.A and registration fees of the event.
2. Jorhat kendriya Mahavidyalaya also motivates its teaching fraternity to organise conferences and workshops in its own campus. Teachers of the college attending such conferences/seminars can apply for exemption of the registration fees to attend such events.

*(Signature)*  
19/01/2021

**(Dr. Dulen Saikia)**

Principal

Jorhat Kendriya Mahavidyalaya

Principal & Secretary  
Jorhat Kendriya Mahavidyalaya  
Kenduguri, Jorhat- 10

## 2. Audited statement of account highlighting the financial support to teachers to attend conferences/ workshops towards membership fee for professional bodies”

The annual statement for the heads of financial support to teachers to attend conferences/ workshops has been prepared by the internal auditor and abstract of the audit report for the session 2017-22 has been prepared by principal of the institution in consultation with the accountant. Out of Rs 32200.00 (Rupees thirty two thousand two hundreds only) of college fund during the period 2017-22 released by college administration has been utilized for the purpose of giving financial support to teacher to attend conferences / workshops towards memberships fee for professional bodies.

This above mention amount was spent on the following particulars:

Receipts	Amount	Payments	Amount
Income Head		Head of Expenditure	
1. Jorhat Kendriya Mahavidyalaya (General Fund)	22000.00	1. Unnat Bharat Abhiyan a) Vehicle fare b) Refreshment 2. NERC IIT, Guwahati a) Vehicle fare b) Refreshment	3800.00 3200.00 8400.00 1800.00
2. Jorhat Kendriya Mahavidyalaya (Student function fund)	10200	3. IIC Regional Meet, Guwahati a) TA/DA & Vehicle Fare	15000.00
<b>Total</b>	<b>32200.00</b>		<b>32200.00</b>

**Audited statement of account highlighting the financial support to teachers to attend conferences/ workshops towards membership fee for professional bodies”**

**FORM GFR 19-A  
FORM OF UTILIZATION CERTIFICATION**

Sl. No	Particulars	Amount	
1.	Grants received from College Fund during the period 01-04-2019 to 31-03-2023 A) Jorhat Kendriya Mahavidyalaya (General Fund) B) INCOME HEAD General fund	22000.00 10200.00	Certified that out of <b>Rs 32200.00</b> (Rupees Thirty two thousand two hundred only) of College Fund w. e. f. 01-04-2019 to 31-03-2023 released by authority and <b>Rs 0</b> (Rupee Zero) on account of unspent balance of the previous year, a sum of <b>Rs 32200.00</b> (Rupees Thirty two thousand two hundred only) has been utilized for the purpose of financial support to teaching Staff and students for attending seminar and workshop and that the balance of <b>Rs 0</b> (Rupee Zero.) remaining unutilized at the end.
2.	Unspent balance of previous year	NIL	
<b>Total</b>		<b>32200.00</b>	

2. Certified that I have satisfied myself that the conditions on which the fund was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned. The detail expenditure incurred during the period is shown in the enclosed “Statement of Accounts (Receipt & Payment)”.

Kind s of Checks exercised\*

1. Vouchers and Statement of Accounts
2. Expenditure Register
3. Bank statements.

*[Signature]*  
05/04/2023  
Dr. Dulen Saikia

Principal, JKM

Date 05/04/2023

(Countersigning Authority)  
Date.....

For BUKHREDIA & CO.  
Chartered Accountants  
*[Signature]*  
(CA PRAKASH BUKHREDIA)  
PARTNER  
Membership No. 058607



Principal & Secretary  
Jorhat Kendriya Mahavidyalaya  
Kenduguri, Jorhat- 10

UDIN: 23058607B93HA89852



**Audited statement of account highlighting the financial support to teachers to attend conferences/ workshops towards membership fee for professional bodies"**

**JORHAT KENDRIYA MAHAVIDYALAYA**

**Expenditure Statement for the heads of financial support to Academic programme**

**w.e.f. 01-04-2019 to 31-03-2023**

<u>Receipts</u>	<u>Amount</u>	<u>Payments</u>	<u>Amount</u>
<b>INCOME HEAD</b>		<b>HEAD OF EXPENDITURE</b>	
1. Jorhat Kendriya Mahavidyalaya (General Fund)	<b>22000.00</b>	1. Unnat Bharat Abhiyan i) Vehicle fare	<b>3800.00</b>
		ii) Refreshment	<b>3200.00</b>
2. JKM Student function Fund	<b>10200.00</b>	2. NERC IIT, Guwahati i) Vehicle Fare	<b>8400.00</b>
		ii) Refreshment	<b>1800.00</b>
		3. IIC Regional Meet Guwahati i) TA/DA & Vehicle Fare	<b>15000.00</b>
<b><u>TOTAL</u></b>	<b><u>32200.00</u></b>		<b><u>32200.00</u></b>

For BUKHREDIA & CO.  
Chartered Accountants

(CA PRAKASH BUKHREDIA)  
PARTNER

Membership No. 058607

(Countersigning Authority)

Date.....



Dr. Dulen Saikia

Principal, JKM

Date: 05/04/2023  
Jorhat Kendriya Mahavidyalaya  
Kenduguri, Jorhat- 10

UDIN: 23058607BGSHAB9852

# RECORD OF CASH BOOK

## CASH BOOK

48

Payments

Date	Particulars	Ledger Folio	Cash		Bank		Total	
			₹	P.	₹	P.	₹	P.
	B.F				161112	00		
15-10-19	TA/DA Paid to Dhrubajyoti Sarma for official works at D. U vide ch. No. 845635						440	00
							✓	19/258
"	Adm. fee refund to BPL student Minakshi Kalita BA 1st Sem. Roll No. 77 vide ch. No. 845516						4720	00
							✓	19/259
"	Adm. fee refund to BPL student Priyanka Kumari Gogoi BA 1st Sem. Roll No. 37 vide ch. No. 845499						4920	00
							✓	19/260
16-10-19	Adm. fee refund to BPL student Akash Das H. 51st yr. Roll No. 84 vide ch. No. 845569						3910	00
							✓	19/261
"	Adm. fee refund to BPL student Bibek Kashyap BA 1st Sem. Roll No. 145 vide ch. No. 845605						4720	00
							✓	19/262
17-10-19	Paid to Rajen Borah (Dy. of Soc) being expenses of Unnat Bharat Abhiyan Meleng Garant Near Giban Forest vide ch. No. 845617						7000	00
							✓	19/263
					186822	00		

Commander



# RECORD OF CASH BOOK

May 2022

10

## DISBURSEMENTS

Month & Date	PARTICULARS	Voucher No	Ledger Folio	Amount		Bank Amount		Total Amount	
				Rs.	P.	Rs.	P.	Rs.	P.
2-5-22	Paid to Mriganka Saikia (Saikia Electronics) Jorhat being cost of mic, tie etc. vide ch. No 000006					17300	00	✓/22/03	✓
18-5-22	Paid to Binod kr. Hazarika being cost of TA/DA for attending NE Research Conclave Guwahati IIT along with the students vide ch. No. 000007 by Neft					10000	00	✓/22/04	✓
31-5-22	Paid to Binod kr. Hazarika being cost of bal. amt of TA/DA for attending NE Research Conclave IIT Guwahati vide ch. No. 000008					200	00	✓/22/05	✓
31-5-22	Advance amount paid by Karabi Boru earlier to Times Furnishing now paid to Karabi Baruah vide ch. No. 000009					4775	00	✓/22/06	✓
31-5-22	Paid to Times Furnishing A.T Road being cost of curtain etc. for college Auditorium vide ch. No 000010 by Neft (Actual Rs. 27775/- earlier Rs. 4775/- Paid by Karabi Baruah Dept. H.O.R.					23000	00	✓/22/07	✓
						55275	00		

# RECORD OF CASH BOOK

CASH BOOK									
August 2022									
220 Payments									
Date	Particulars	Ledger Folio	Cash		Bank		Total		
			₹	P.	₹	P.	₹	P.	
1-8-22	Deposited to Bank TAIDA		2550	00					
2-8-22	JA/DA paid to Azunima Borah (Dept. of Eng) being cost of <sup>Regional</sup> nllc Meet at Royal Global University, Guwahati vide ch. No. 461881 dt 2/8				15000	00	√/22/143		✓
2-8-22	Deposited to Bank G.I. Diesel		30510	00					
3-8-22	Paid to Dipankar Borah being cost of diesel for generator vide ch. No. 461882				5000	00	√/22/144		✓
3-8-22	Xerox Machine Paid to M/S R.J. Dot Com. Jashat being cost of drum & Blade change of xerox machine vide ch. No. 461874				3481	00	√/22/145		✓
3-8-22	Renovation/Maintenance Paid to M/S T.K. Glass Centre, A.T. Rd. being cost of Ply, hinge, lock Aluminium Section, Panes etc. for canteen, IQAC bathroom use purpose vide ch. No. 461876				63537	00	√/22/146		✓
			33060	00	87018	00			

Commander