



# **GANPAT PARSEKAR COLLEGE OF EDUCATION**

(Affiliated with Goa University and Recognized by NCTE)

Harmal – Goa

## **COLLEGE WELFARE FUND COMMITTEE**

### **POLICY**

#### **ABOUT COLLEGE WELFARE FUND –**

- The corpus will be generated by schematic and voluntary contribution from the salary of each regular staff of GPCOE, based on their pay scale and an amount of Rs. 100/- will be deducted from each contract basis staff each month during the tenure, commencing in September 2022.
- The fund will be managed in a separate bank account.
- The signatories for the fund would be the chairman of the institution and the principal.
- The student welfare committee and the subcommittee will administer the utilisation and disbursal of the fund.
- A statement with cash inflow, and outflow (student-wise), will be displayed quarterly to the mail id of the relevant staff.

#### **1. A. UTILIZATION OF THE FUND FOR STUDENTS –**

- To pay to assist in paying tuition fees (those not covered under the fees waiver scheme of Govt. of Goa).
- To cover:
  - i. Health-related issues of the needy student.
  - ii. The demise of the earning family member of the needy student.

- iii. Divorce of parents of the needy student.  
(Subject to approval with proper documents)
  - iv. Scholarship for merit students
    - A. Merit will be based on 5<sup>th</sup> to 8<sup>th</sup> semester's marks.
    - B. Prize money of Rs. 40,000 will be disbursed for toppers in the category. (overall merit, OBC, SC, and ST) The aggregate marks of semester V<sup>th</sup> to VIII<sup>th</sup> will be considered for the same of both the programmes.
- To support participation in events at the state /National stage or any other event which will bring fame to the Institute etc. wherein the prior budget is not available/the budget has a shortage of funds. (e.g.: for train or bus transport, registration fees, accommodation etc. Maximum of Rs. 10000/- can be allotted a year)
  - For providing interest-free temporary loans to the students, need base. (E.g.: hostel fees, to purchase books, uniform, bus pass, college fees, examination fees, entrance exam fee, for registration of swayam course etc. Maximum of rs. 15,000/- can be allotted a year)
    - a. Student should return the loan amount by the end of academic year or else the result of that student will be kept on hold.
    - b. Students need to submit the payment receipt for the purpose they had taken loan.
  - For any other cause as may be deemed appropriate by the Committee from time to time.

#### **B. MAXIMUM AMOUNT AND FREQUENCY OF ASSISTANCE –**

- Maximum amount disbursement after completion of one successful year, shall not exceed Rs. 100,000/- and maximum amount for one-time disbursement would be Rs. 50,000 /-
- No student will receive assistance more than two times in the course of four-year program.
- Grant of the amount is at the total discretion of the Committee depending upon the availability of the funds and the requests of the students.
- Misuse of the facilities granted from the Students' Welfare Fund will render the student liable to severe disciplinary action.

### **C. PROCESS FOR UTILISING THE FUND-**

- The student will be required to make an application to the committee as per the prescribed format. All documents in support of the request will have to be attached.
- The Convenor of the Fund shall call a meeting of the Committee for considering the requests received.
- The recommendations of the Committee, including quantum of assistance, shall be documented and approved/not approved for grant/disallowance of assistance and communicated to the student (s) accordingly,
- Every year the committee shall get the accounts of the WF audited.
- Any item not covered by the above rules will be decided by the Students' Welfare Committee.

### **2. A. UTILIZATION OF THE FUND FOR COLLEGE –**

- An amount of Rs. 2,500/- Will be disbursed to the following committees/department events for the academic year 2022 – 2023.
- A maximum of Rs. 20,000/- will be disbursed for a year towards college activities where in the prior budget is not available / a shortage of funds.
- A maximum of Rs. 10000/- will be disbursed for a year towards innovation cell as a seed money.
- A maximum of Rs. 5000/- will be disbursed for a year towards students creativity. (i.e. Learning Aid, Educational Murals, painting, sculptures and installations.)
- For the felicitation of staff and during superannuation an amount of Rs. 5000/- will be utilise to purchase necessary items.

- Committee upon a meeting with other staff members will finalise the utilization and limit of the amount to be disbursed.

**Register for Department and Committees**

Sr. No.	Committee/ Department	Reason	Proposed Amount Disbursal (Rs.)	Coordinator signature

**APPLICATION FOR GRANT OF FINANCIAL ASSISTANCE FROM WELFARE FUND**

NAME .....

CLASS..... YEAR ..... ENROLMENT NUMBER .....

ADHAR CARD NUMBER ..... PHONE.....

FATHER NAME .....

PROFESSION.....

MOTHER NAME .....  
PROFESSION.....  
ANNUAL INCOME OF THE FAMILY.....  
NUMBER OF DEPENDENTS IN THE FAMILY .....  
WHETHER STAYING IN PG Y/N  
WHETHER ANY OTHER SCHOLARSHIP AVAILED LAST  
YEAR.....  
IF YES, NAME OF THE SCHOLARSHIP .....  
AMOUNT.....  
REASON FOR APPLYING FOR WELFARE FUND  
IF THE AMOUNT BE REIMBURSED Y/N

#### DECLARATION

I hereby declare that the information given above is true and correct to the best of my knowledge.

SIGNATURE OF THE PARENT	NAME
SIGNATURE OF THE APPLICANT	NAME

#### STUDENT PERFORMANCE RECORD

Percentage in last semester exam .....  
Attendance percentage .....  
General conduct ..... Good/ satisfactory/ defaulter

Name and Signature of Sr. Supervisor

Name and Signature of Convenor, student's attendance

Name and Signature of recommending teacher

RECOMMENDATION

CONVENOR

MEMBERS 1.

2.

3.

*[Handwritten signatures and date]*  
24/2/23 (Ms. K. Nair)

PRINCIPAL SIGN WITH STAMP

*[Handwritten signature]*

PRINCIPAL  
GANPAT PARSEKAR COLLEGE OF EDUCATION  
Harmal - Goa