



Policy for Financial Assistance



VIVA COLLEGE

**Vishnu Waman Thakur Charitable Trust's
Bhaskar Waman Thakur College of Science
Yashvant Keshav Patil College of Commerce
Vidhya Dayanand Patil College of Arts
(VIVA College)**



Purpose

Financial grant is a quantity of money, i.e., financial assistance, given by the Management/ organization for a specific purpose to its staff.

Policy

- Financial grants/assistance shall be sanctioned for Education, Study purposes, Faculty Development Programs, Workshops, attending Conferences, Seminar, Medical Cases or any personal reasons like Marriage etc.
- The requester shall submit a written request to the Management with the purpose/reason for the financial assistance / grant. The requester shall mention the amount required.
- The approval / sanction / rejection shall solely depend on the College in consultation with management.
- If the request is approved, then any instructions regarding the deduction of the amount from the salary of the employee shall be mentioned by the management on the request letter and the Account department shall do the deduction accordingly.
- In certain cases, the amount may be waived off on humanitarian grounds or as per the decision of the management.
- Financial assistance upto Rs. 5,000 /- (Rs. Five Thousand only) will be provided with cash voucher after producing appropriate relevant documents such as payment receipt/ flyer/ recommendation letter above Rs. 5,000/- with prior permission from authority.

