



Ph. No.: 9954026126

Marangi Mahavidyalaya

PO.- Lettekujan, Golaghat, Assam, Pin-785613

www.marangimahavidyalaya.edu.in

Date:

1. POLICY DOCUMENTS ON PROVIDING FINANCIAL SUPPORT TO TEACHERS

M. Mahanta
25/2/2023
PRINCIPAL, i/c
Marangi Mahavidyalaya



Ph. No.: 9954026126

Marangi Mahavidyalaya

PO.- Lettekujan, Golaghat, Assam, Pin-785613
www.marangimahavidyalaya.edu.in

Date:

Policy Document

on

Providing Financial Support to the Teachers for Attending Conference/Workshop

Marangi Mahavidyalaya firmly believes in empowering the faculty by encouraging them to attend various seminars, conferences and workshops.

Objectives:

- To encourage the teaching staff for the presentation of research paper in National/International Seminars, workshop etc.
- To support the teaching staff to avail opportunity for discussing the novel development, the emerging challenges, future perspectives in their field of interest.
- To support teaching staff to promote teaching .learning, research extension activities and governance through participation in conference and workshop.
- To enhance their academic credential in line with expectations.

Scope of Financial Support:

The faculties are provided with financial support for professional development activities like:

- Participating in the seminars, workshops and conferences.
- Publishing research papers in reputed journals.
- All the full time teachers can avail the financial support.

Forms of Financial Support

The financial support to the teachers can be provided for:

M. Mahanta
25/2/2023
PRINCIPAL, i/c
Marangi Mahavidyalaya

- Registration fees for seminars, workshops and conferences.
- Travelling and accommodation allowances in case of outstation seminars, workshops and conferences.
- Membership fee of professional bodies.
- Enrolment for Professional Development course.

Procedures for applying and Approval:

1. Teachers are deputed for, workshops or conferences by the department. The Head of the department should submit an application to the Principal regarding the teacher's participation, their registration fees and any allowances, if applicable. After the approval by the Principal funds are released for the same by the Account section.
2. Only one teacher in a department would be deputed to attend seminar/workshop/conference etc.
3. In case, the fee is paid by the teacher, the amount is reimbursed after following proper application and approval procedure.
4. The teachers should submit the relevant receipts and a copy of Participating Certificate to the Accounts section for their record.

M. Mahanta
25/2/2023
PRINCIPAL, i/c
Marangi Mahavidyalaya



Ph. No.: 9954026126

Marangi Mahavidyalaya

PO.- Lettekujan, Golaghat, Assam, Pin-785613

www.marangimahavidyalaya.edu.in

2. LIST OF TEACHERS RECEIVING FINACIAL SUPPORT YEAR WISE UNDER EACH HEAD

Year	Name of Teachers	Conference/Workshop	Number of Conference/Workshop
2021-22	Dr. Mamoni Mahanta	Seminar	01
	Mrs. Dipty Tamuly	Seminar	01
	Mr. Yugal Jyoti Borah	Seminar	01
	Mrs. Monalisha Tamuly	Seminar	01
2020-21	Nil	Nil	Nil
2019-20	Mr. Yugal Jyoti Borah	Workshop	01
	Mr. Nava Kamal Borah	Workshop	01
2018-19	Mr. Yugal Jyoti Borah	Workshop	01
2017-18	Nil	Nil	Nil

K. Mahanta
25/2/2023
PRINCIPAL, i/c
Marangi Mahavidyalaya



Marangi Mahavidyalaya

PO.- Lettekujan, Golaghat, Assam, Pin-785613

www.marangimahavidyalaya.edu.in

3. AUDITED STATEMENT OF ACCOUNT

8

It was noticed that some of the amounts of TA Bill as claimed was paid to the incumbent without observing formalities which have been noted above were as follows:

SL No	Date	Voucher No	Place of tour	TA Bill Amount (Rs.)	Remarks
1	18.01.13	05	Guwahati	2,500.00	Mr. A Ahmed
2	23.03.13	12	-Do-	5,000.00	Mr. P.K.Hazarika
3	04.04.13	02	-Do-	3,000.00	-Do-
4	30.04.13	08	-Do-	3,000.00	-Do-
5	21.12.13	11	-Do-	10,000.00	-Do-
6	18.03.14	22	-Do-	3,000.00	Mr. J. Bora
7	26.03.14	32	-Do-	5,000.00	Mr. M. Baruah
8	28.04.14	16	-Do-	5,000.00	Mr. P. K. Hazarika
9	09.06.14	14	-Do-	5,000.00	-Do-
10	29.12.14	10	-Do-	8,000.00	-Do-
11	03.03.15	03	-Do-	10,000.00	-Do-
12	31.07.18	15	-Do-	6,000.00	-Do-
13	02.11.18	02	-Do-	2,000.00	Mr. N. Bora
14	15.11.18	04	Dibrugarh	4,000.00	Mr. Y. Bora
15	18.12.18	05	Guwahati	2,000.00	Mr. A Ahmed
16	29.01.19	13	-Do-	2,000.00	Mr. P. K. Hazarika
17	11.02.19	04	-Do-	3,000.00	Mr. R. Bora & Mr. P. K. Gogoi
18	08.03.19	03	-Do-	2,000.00	Mr. P. K. Gogoi
19	14.03.19	04	Dibrugarh	2,000.00	Mr. A Ahmed
20	27.03.19	07	Guwahati	2,000.00	Mr. C. Mili
Total =				84,500.00	

Hence, the change of entire amount of Rs. 84,500.00 being T.A. is held under objection subject to non production of the required documents as noted above for verification in the Audit Cell (Head Office), Guwahati.

6. Fee Collection Register Proforma:

The Fee Collection Register was not maintained. So, it should be maintained as shown below:

Date	Receipt/Book No	Page No	Collection	Nature of Fee	Total Collection	Collected By	Deposited By	Remarks
1	2	3	4	5	6	7	8	9

7. Maintenance of Head wise Fund:

It was seen that there were 3 nos of Funds (General, Exam and Building Construction) were maintained by the accounting authority in the name of the institution during the period of audit against the collection of various nature of fees, Henceforth,

[Signature]
PRINCIPAL, i/c
Marangi Mahavidyalaya

[Signature]
25/2/2023
PRINCIPAL, i/c
Marangi Mahavidyalaya



Ph. No.: 9954026126

Marangi Mahavidyalaya

PO.- Lettekujan, Golaghat, Assam, Pin-785613

www.marangimahavidyalaya.edu.in

4. Supporting Data

M. Mahanta
25/2/2023
PRINCIPAL, i/c
Marangi Mahavidyalaya



Ph. No.: 9954026126

Marangi Mahavidyalaya

PO.- Lettekujan, Golaghat, Assam, Pin-785613

www.marangimahavidyalaya.edu.in

MARANGI MAHAVIDYALAYA
DEBIT VOUCHER

Head of A/C..... Date: 21/11/22 V.No.

Particulars	Rs.	P.
Paid to... <i>Dipty Janakly</i>	700	00
By Ch. No..... Bank A/C No..... of.....		
Details of Expenditure: <i>to participate a National Seminar on 'Life and Works of Rangbong Terang' in Government Model College, Dibrugarh.</i>		
(Rupees... <i>seven hundred only</i> (only)	Total	700 00

RECEIVED

Passed for Payment

[Signature]
Assistant

[Signature]
Principal, i/c
Marangi Mahavidyalaya

Dipty Janakly
FULL SIGNATURE OF RECEIVER

Scanned by TapScanner

Mukhambar
25/2/2023
PRINCIPAL, i/c
Marangi Mahavidyalaya



Ph. No.: 9954026126

Marangi Mahavidyalaya

PO.- Lettekujan, Golaghat, Assam, Pin-785613

www.marangimahavidyalaya.edu.in

MARANGI MAHAVIDYALAYA
DEBIT VOUCHER

Head of A/C..... Date: 31/10/21^{v.No.}

Particulars	Rs.	P.
Paid to: <i>Sri. H. Mahanta</i>	<i>700</i>	<i>00</i>
By Ch. No..... Bank A/C No..... of.....		
Details of Expenditure: <i>To participate National Seminar on 'Life and works of Kampana Terang' in Government Model College, Beithan.</i>		
(Rupees) <i>Seven hundred only</i> Total <i>700-00</i>		

Passed for Payment RECEIVED

[Signature] Assistant
[Signature] Principal, i/c Marangi Mahavidyalaya
[Signature] Kamani Mahanta FULL SIGNATURE OF RECEIVER

Scanned by TapScanner

K Mahanta
25/2/2023
PRINCIPAL, i/c
Marangi Mahavidyalaya



Ph. No.: 9954026126

Marangi Mahavidyalaya

PO.- Lettekujan, Golaghat, Assam, Pin-785613

www.marangimahavidyalaya.edu.in

MARANGI MAHAVIDYALAYA
DEBIT VOUCHER

Head of A/C..... V.No.
Date: 22/10/22

Particulars	Rs.	P.
Paid to: <i>Yugal Jyoti Bank</i>	700	00
By Ch. No. Bank A/C No. of		
Details of Expenditure: <i>To participate in a National Seminar on 'Life and works of Ronglong Terang' in Govt. Model College, Dethou</i>		
(Rupees: <i>Seven hundred only</i> (only))	Total	700 00

Passed for Payment
Assistant
Principal, i/c
Marangi Mahavidyalaya

RECEIVED
Yugal Jyoti Bank
FULL SIGNATURE OF RECEIVER

Mukabam
25/2/2023
PRINCIPAL, i/c
Marangi Mahavidyalaya



Ph. No.: 9954026126

Marangi Mahavidyalaya

PO.- Lettekujan, Golaghat, Assam, Pin-785613

www.marangimahavidyalaya.edu.in


MARANGI MAHAVIDYALAYA
DEBIT VOUCHER


Head of A/C..... Date: 31/10/22 V.No.

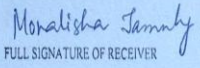
Particulars	Rs.	P.
Paid to... <u>Miss. M. Tammy</u>	<u>1200</u>	<u>00</u>
By Ch. No..... Bank A/C No..... of.....		
Details of Expenditure: <u>To present a seminar (Notice)</u> <u>paper on the seminar entitled "Life</u> <u>and Works of Rongbong Tarang in</u> <u>Government Model College, Dibrugarh."</u>		
(Rupees <u>Twelve hundred</u> Total <u>1200/00</u>(only)		

RECEIVED

Passed for Payment

 Assistant

 Principal

 Monalisha Tammy
FULL SIGNATURE OF RECEIVER

PRINCIPAL, i/c
Marangi Mahavidyalaya

Ullabank
25/2/2023
PRINCIPAL, i/c
Marangi Mahavidyalaya



Ph. No.: 9954026126

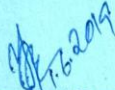
Marangi Mahavidyalaya


PO.- Lettekujan, Golaghat, Assam, Pin-785613

www.marangimahavidyalaya.edu.in

OF:- 01/06/2019

Received Rs.4000/-(Four thousand) only as the T.A. and Registration fees for attending the workshop on NAAC organized by IQAC, Sonapur College, Kamrup Guwahati.


Yugaljyoti Borah
Co-ordinator
IQAC


Principal
Marangi Mahavidyalaya (Degree)
Date.....

Scanned by TapScanner


25/2/2023
PRINCIPAL, i/c
Marangi Mahavidyalaya



Ph. No.: 9954026126

Marangi Mahavidyalaya

PO.- Lettekujan, Golaghat, Assam, Pin-785613

www.marangimahavidyalaya.edu.in

Money Receipt

Received Rs.4060/- (Rupees Four Thousand Sixty only) from Marangi Mahavidyalaya(Degree) for the purpose of attending Three Days Training of Teachers from 8th August 2019 to 10th August 2019 in Down Town University, Guwahati.

The expenditure is shown below:

1. Bus fare from Golaghat to Guwahati	= 310/-
2. Bus fare from Guwahati to Golaghat	= 350/-
3. Hotel Rent (8 th to 10 th August 2019)	= 2400/-
4. Magic fare for 3 days (70x2)+120/-	= 260/-
5. Dinner for 3 nights (80 x3)	= 240/-
6. Others	= 500/-
Total	= 4060/-

Nava Kamal Borah
(Nava Kamal Borah)

Assistant Professor
Deptt. Economics

[Signature]
Principal
Marangi Mahavidyalaya (Degree)
Date.....

[Signature]
25/2/2023
PRINCIPAL, i/c
Marangi Mahavidyalaya