



FINANCIAL SUPPORT POLICY

OBJECTIVE

To assist the employees to tide over the difficulties in day to day / special occasion/ fund requirements

ELIGIBILITY&APPLICABILITY

All employees on regular rolls of Narayana College of Nursing

RASCI

1. Responsible: Individual
2. Approver: Principal
3. Support: Accounts/HRD
4. Inform: HOD/HRD

Policy & Procedure

Purpose for which staff advances can be recommended.

- i. Medical expenses
- ii. Children Education
- iji. Demise of family members
- iv. Self Marriage

Event Management & Tour

Employee is eligible for advance equivalent to one-month Gross Pay. Who have put up more than 02 years service in the organization. However in the view of event management the employees may draw reasonable estimated advance for their proposed tour/ Events.



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Recognized by Indian Nursing Council and A.P. Nurses & Midwives Council

Affiliated to NTR University of Health Sciences, A.P. Vijayawada.

Accredited by "International Accreditation Organization (IAO)"

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While submitting the tour programme/ planning of event the employee shall indicate the amount of advance required and same would approved by approving authority.

Staff advance shall be paid once in a year not exceeding the eligible Amount in the events of self marriage, medical expenses, children education. Education and demise of family members. The amount will be recovered in 06 equal monthly instalments commencing from 01 month after the advance is given.

This monthly instalments advance recovery procedure is not applicable to event management & tour advances. Soon after the event/tour is completed the employees shall submit the expenses/ bill in the prescribed form with approval. If any advance is left over, the same shall be remitted to the accounts office within 3 days completing the event/tour.

Where employee requests for an advance of more than one month's gross pay under special circumstances (self marriage/children's marriage/higher education/medical of family members) and where HOD is convinced about the need. He / She shall forward his recommendations not exceeding two months gross pay that too only in case of employees who have put up more than 04 years service in the organization and as well two Co- employee's surety is required above his/her salary level. This special sanction shall be accorded only by Institution Head. The amount will be recovered in 10 equal monthly instalments commencing from 01 month after the advance is given



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Award: (Higher Education Review Top 10 Nursing College - 2020)

IAO (International Accreditation Organization (2020 - 2025))



If any advance is recommended/sanctioned over and above the normal limit, it is the responsibility of the HR/Accounts HOD's to inform the sanctioning authority as to the eligible amount and obtain special sanction but not exceeding 02 months gross pay.

The HRDs shall update the advance details in employee records payroll.

The HR/Accounts Department be responsible to recover in coordination with the advance in prescribed instalments from salary every month as per the sanction

General Guidelines:

Advance approval should be taken on the requisition form and copies submitted to the HR and Account Department.

The Employees advance shall ensure that all the advances previously drawn are fully settled.

The expense statement with bills shall initially be submitted to their HOD. After the same is bills are certified by HOD and forward to Institution head for approval then the employees shall submit the same to the Accounts Department for further proceedings.

Process Chart

Employee Request for advance HR validation Accounts Department confirmation

Obtain Institution Head Approval

CONVENER



A. Indu
PRINCIPAL

Principal
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NARAYANA COLLEGE OF NURSING

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Recognized by Indian Nursing Council vide letter No. 18-916/2002/inc dated : 08.11.2002, Affiliated to NTR University of Health Sciences, A.P. Vijayawada
Key Indicator - 6.3 Faculty Empowerment Strategies (30)
e-mail : narayana_nursing@yahoo.co.in website : www.narayanannursingcollege.com

6.3.2 (QnM) Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years (7)

Year	Name of the teacher	Name of conference/ workshop attended for which financial support was provided	Name of the professional body for which membership fee was provided	Amount (INR)
20.sep.2017	Elizabeth Jasmine	"Effectiness of evening partial bath on sleep among hospitalized orthopedic patient.	-	5,000.00
20.sep.2017	Elizabeth Jasmine	Asses the knowledge regarding care of patient with diarrhea among staff nursesand nursing students.	-	5,000.00
20.sep.2017	Suganya.V	"Knowledge on home management of diarrhoea among mothers of under five children.	-	5,000.00
20.sep.2017	Suganya.V	Nutritional Status of under five children.	-	5,000.00
20.sep.2017	Shahaveer Bhanu	Asses the knowledge regarding preservation of food among working women in selected areas in Nellore.	-	5,000.00
20.sep.2017	Shahaveer Bhanu	Asses the knowledge regarding preservation of food among working women in selected areas in Nellore.	-	5,000.00
20.sep.2017	B.Kavitha	Effectiveness of teaching programe on breast self examination among adult women.	-	5,000.00
27-Sep-17	B.Vanaja Kumari	Knowledge regarding transmission and prevention of Lymphatic philarias among adults.	-	5,000.00
04-Oct-17	K.Kantha	Correlation of sleep,exercise and food with hypertention in selected rural areas of Nellore.	-	5,000.00
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05-Oct-17	N.Swapna	Knowledge on treatment of common minor ailments among mothers of underfive children Lakshnipuram,Kurnool.	-	5,000.00
12-Jun-18	P.Latha	Knowledge regarding prevention of water born diseases among mothers of under five children at Nellipeta village.	-	5,000.00
15-Jun-18	B.Lavanya	Knowledge regarding care of patient with chemotherapy among staff nurses and nursing students in NMCH.	-	5,000.00
17-Jun-18	A.Latha	Comparative study to assess the knowledge regarding obesity among children in CBSC & state board school in Nellore	-	5,000.00
18-Jun-18	Padmapriya M.	"A knowledge regarding changes during pregnancy among husbands in NMCH.	-	5,000.00
20-Jun-18	K.Prasanna	Impact of using electronic medeaon health among school children"& Assess the parental stress among mothers of neonates admitted in NICU.	-	10,000.00
07-Mar-19	Dr.H.Rajeswari	International conference in Omayal Achi college of Nursing and paper presentaion "Awareness of Nurses in a tertiary care hospital.	-	4585/-

2016-2017	11	11/91x100	12.08
2017-2018	5	5/84x100	5.95
2018-2019	1	1/86x100	1.16
2019-2020	-	-	-
2020-2021	-	-	-

Percentage per Year=	$\frac{\text{Number of Teachers provided with Financial support to attend Conferences, Workshops and Towards Membership fee of professional bodies in a Year}}{\text{Total Number of Fulltime teachers in that Year}} \times 100$			
Average Percentage=	$\frac{\text{Sum of Percentage per Year}}{5}$	$\frac{12.08+5.95+1.1}{6}$	19.19/5	3.83

UPLOADS

- Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years (Data Template)
- Policy document on providing financial support to teachers
- List of teachers provided membership fee for professional bodies
- Receipts to be submitted

Any other relevant information



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