

# PAAVAI COLLEGE OF ENGINEERING

(Approved by AICTE | Affiliated to Anna University)

Paavai Nagar, NH-44, Pachal, Namakkal -637 018. Tamilnadu, India.

Ph.No : 04286 - 248658, Email : pceprincipal@paavai.edu.in, Website : <http://pce.paavai.edu.in>

## FINANCIAL POLICY DOCUMENT


### 1. TRAVELLING ALLOWANCE POLICY

- a. All teaching and non-teaching staff members are eligible for claiming travelling allowance for official work only.
- b. The staff travelling locally for official work must produce proper bills/tickets for claiming the amount to the accounts department. The travelling expense will be verified by the accounts Office and approved by Head – F& A.
- c. If the staff is travelling out of station for official work, he/she can avail advance amount, by getting approval from the Head of the Department/Principal/Director Administration. Once coming back from the official tour, proper bills must be submitted to the accounts office and the advance taken must be settled within 2 days based on the approved rates of the college. If the expense amount crosses the limit fixed, the exceeded amount must be borne by the employee.

### 2. FACULTY DEVELOPMENT INITIATIVE POLICY

- a. The teaching staffs of the college are encouraged and motivated to attend the faculty development programme (s) / conferences / workshops which are relevant conducted in other colleges.
- b. The college mandates the teaching staff and lab staff to attend such type of faculty development programme (s) / conferences / workshops every year to enrich themselves and in turn to improve the teaching skills and create positive effect on students' academic achievement.
- c. The registration fees for these kinds of programme (s) are paid by the college based on the proper application and request to the principal through the Head of the department along with the supporting documents.
- d. The faculty development cell of the college should conduct regular faculty development programme (s) and training sessions regularly and take appropriate actions and remedial measures accordingly in consultation with the principal.



  
PRINCIPAL  
Paavai College of Engineering  
NH-44, Pachal Namakkal - 637018