

**K.K.Wagh Education Society, Nashik**  
Central Office

Ref: KKWES / 728 /2016

Date: 6 FEB 2016

**CIRCULAR**

The following is the policy (other than Engineering / Polytechnics) for reimbursement of the expenses towards attending Workshop, Conferences, Symposium, Paper Presentation with participation; this will be applicable w.e.f. 01/01/2016.

**POLICY :**

Sr. No.	Post	Activity	No. of times expenses should be borne by the institute in one academic year		Nature of expenses				
			State / National / University	Inter-national	T.A.	D.A.	Registration Fees	Paper Presentation	Lodging
1.	Coordinators (who are also working as Principals)	* Workshop, * Conferences, * Symposium, * Paper Presentation with participation	4	2 (within India & Abroad)	at actual	at actual	at actual	at actual	at actual
2.	Principals	--"	2	1 (within India)	at actual	at actual	at actual	at actual	Max. Rs. 1,000/- per day
3.	Associate Professors / Assistant Professors	--"	2*	--	at actual	at actual	at actual	at actual	Max. Rs. 500/- per day
* In a year maximum 2 may be availed making all permutations & combinations of International/National/State/University.									
4.	Adhoc Lecturers / Supporting staff	--"	1	--	at actual	at actual	at actual	at actual	NIL
5.	Clerk / Section Heads / Accountant / Lab. Assistant	--"	As per circular received from University from time to time		at actual	at actual	at actual	at actual	Max. Rs. 300/- per day
<b>Note :</b> For paper publication in reputed journals there is no upper limit. For this reimbursement in any form will not be provided & is applicable for all above mentioned categories.									

Note :

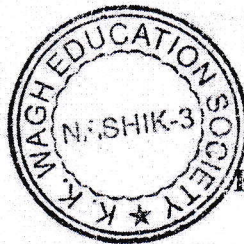
1.	For every event staff should take the prior permission through proper channel at least 15 days before. Emergency movement is allowed in some typical cases.
2.	For claiming the bills supporting documents such as Brochures, Receipt of Registration Fees, Bus / Train tickets, Accommodation Receipts, Certificate of participation / presentation, Movement order etc. are to be presented.
3.	A copy of the paper presented / proceedings / souvenir (in soft / hard) should be submitted with ISBN no. & index in the library.
4.	Presentation should be given for dissemination of knowledge in the presence of Principal, HOD, Staff after the events. HOD should take the cognizance of the same.
5.	Reimbursement of travel grant maximum upto AC 2 tier for Sr. No. 01 (Airfare of Economy class - after the prior approval of the Management), for Sr. No. 2 to 5 2 <sup>nd</sup> Class Sleeper is permissible.

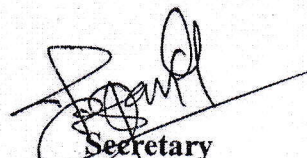


**K.K. Wagh Education Society, Nashik**  
**Central Office**

The above policy will be applicable to the following institutes under K.K.Wagh Education Society, Nashik w.e.f. 01/01/2016.

1. K.K. Wagh Arts, Commerce, Science & Computer Science College, Nashik
2. K.K. Wagh Arts, Commerce, Science & Computer Science College, Chandori
3. **K.K. Wagh Arts, Commerce, Science & Computer Science College, Kakasaheb Nagar**
4. K.K. Wagh Arts, Commerce, Science & Computer Science College, Bhausaheb Nagar
5. K.K. Wagh College of Nursing, Nashik
6. K.K. Wagh College of Education, Nashik
7. K.K. Wagh College of Fine Arts, Nashik
8. K.K. Wagh College of Performing Arts, Nashik





**Secretary**  
**K. K. Wagh Education Society,**  
**Nashik**

Copy to: The Finance Manager, K. K. Wagh Education Society, Nashik.

Copy to: Mr. Murari R.Y., Officer Incharge, Central Office – for policy file

- Copy to:
1. Dr. V.M. Sewlikar, Coordinator – for inf.
  2. Dr. B.V. Kardile, Coordinator – for inf.

Copy to:

1. The Principal, K.K. Wagh Arts, Commerce, Science & Computer Science College, Nashik
2. The Principal, K.K. Wagh Arts, Commerce, Science & Computer Science College, Chandori
3. The Principal, K.K. Wagh Arts, Commerce, Science & Computer Science College, Kakasaheb Nagar
4. The Principal, K.K. Wagh Arts, Commerce, Science & Computer Science College, Bhausaheb Nagar
5. The Principal, K.K. Wagh College of Nursing, Nashik
6. The Principal, K.K. Wagh College of Education, Nashik
7. The Principal, K.K. Wagh College of Fine Arts, Nashik
8. The Principal, K.K. Wagh College of Performing Arts, Nashik