



## **K. K. WAGH COLLEGE OF PHARMACY**

**(B. Pharmacy & D. Pharmacy)**

**Hirabai Haridas Vidyanagari, Amrutdham, Panchavati, Nashik - 422 003. (Maharashtra) India.**

☎ : 0253 - 2221121, 2517003, 2510262    Web : [www.pharmacy.kkwagh.edu.in](http://www.pharmacy.kkwagh.edu.in)

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(Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, MSBTE, Mumbai & Approved by PCI)

### **Policy document on providing financial support to teachers**



## K.K.WAGH EDUCATION SOCIETY, NASHIK

(Central Office)

3 B

Outword No: K.K.Wagh Edu.So./4217 / 2022

Date : 2 JUN 2022

### OFFICE NOTE


**Subject** :- Employee Migration Allowance Regulations...

**Reference** :- Executive Board Meeting dated 30/05/2022, Resolution No.28/1.

K. K. Daily allowance and hotel accommodation expenses at the rates mentioned below will be admissible from 01/06/2022 to the employees of Central Office of Wagh Shikshan Sanstha and employees working in Institute run Colleges / Technical Colleges / Schools (excluding aided schools), if they have to leave the headquarters for the work of the Institute.

| Place   | Daily Allowance per day (Rs.) | Hotel accommodation per day (Rs.) | Workshops -seminar | Living Expenses (Rs.)       |
|---|-------------------------------|-----------------------------------|--------------------|-----------------------------|
| 1. Delhi, Calcutta, Chennai, Bangalore, Hyderabad                                       | 750                           | 2000+ GST (as per bill)           | 300                | 1500 + GST T. (as per bill) |
| 2. Pune, Mumbai, Nagpur, Aurangabad   | 500                           | 1500+ GST (as per bill)           | 200                | 1000+ GST as per bill       |
| 3. Capitals of other states and cities with Divisional Commissionerate's of Maharashtra | 500                           | 1200+ GST (as per bill)           | 200                | 1000+ GST as per bill)      |
| 4 ALL OTHER PLACES  | 400                           | 1000+ GST (as per bill)           | 200                | 750+GST                     |

TRANSLATED BY ME

  
Adv. Somnath R. Patil  
B.A., LL.B, GDC & A  
ADVOCATE  
Reg. No.Mah./4230/2010

**Tip :**

- 1) Absence from Headquarters:
  - a) Daily allowance will not be given if it is less than 6 hours.
  - b) If more than 6 hours and 12 hours are required, daily allowance will be given at the rate of 50 percent of the above rate.
  - c) If more than 12 hours then full daily allowance will be given as mentioned above.
  - d) The starting time of the journey will be taken as one hour before the bus / train time to the end time one hour after the bus / train time.
- 2) Employees will be able to travel by corporation's ordinary/ Nimaraam / Shivshahi buses. Bus tickets for both sides of journey must be added. Bus tickets should be in good condition and legible. Ordinary bus fare will be payable in case of torn, soaked tickets. Private bus fare will not be payable.
- 3) Where railway facilities are available (for travel according to working hours e.g. Mumbai, Jalgaon etc. and also for travel in other states should preferably travel by train. The following facilities will be available for rail travel:-

Railway Second Class Sitting / Sleeper Class.

Valid railway tickets for both sides of journey must be attached. If urgent reservation has to be made due to lack of time, the cost will be allowable.
- 4) Hotel bill will be required to be submitted for reimbursement of hotel accommodation expenses. If employees wants to travelling by Air-conditioned trains and air-conditioned buses then institution
- 5) Local bus / local / rickshaw or taxi expenses during the travel period will be payable as per below details.
  - a) For travel within Nashik city.
    - 1) From 6 am to 9.59 pm - Bus/Rickshaw etc. for travel from place of residence to bus or railway station and from bus station/railway station to place of residence. Actual rent paid. However the maximum limit shall be Rs.100/- (Rs. One Hundred only).
    - 2) From 10 pm to 5:59 am as per reference (5A-1) for travel from place of residence to bus / 1 railway station and also from bus / railway station to place of residence by bus / rickshaw etc. Actual rent paid. However the maximum limit shall be Rs.120/- (Rs. one hundred and twenty however).
    - 3) The employees of the accounting department should check the rickshaw cost accordingly by taking information about the prevailing rickshaw fare from time to time.
  - b) Bus / Rickshaw / Taxi fare will be admissible for out-of-town local travel as per conditions and availability.

**TRANSLATED BY ME**



**Adv. Somnath R. Patil**  
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ADVOCATE  
Reg. No.Mah./4230/2010


(3)

- 6) Seminars, workshops etc. Following documents are required to be attached along with travel bills for
  - 1) copy of Seminar/Workshop Brochure / Brochure / Invitation Letter etc. A
  - 2) Attendance certificate.
  - 3) A copy of the research paper presented in the seminar/workshop/CD should be deposited in the library with the note and signature of the librarian.
  - 4) Details of prizes given by the organizers in cash or in kind.
  - 5) Information regarding real arrangements, free or discounted availability etc. provided by the organisers Details.
  - 6) Original receipt of registration fee amount.
- 7) Daily allowance and hotel accommodation expenses will not be admissible to the employees who have traveled to Nashik district but travel expenses will remain admissible.
- 8) Travel Allowance Bills in prescribed format will be required to be submitted to the Accounts Department within three (3) days of travel including Railway Ticket/Bus Ticket/Hotel Bill for accommodation. [If the daily allowance is more than the above mentioned amount then it is mandatory to deposit the hotel bill, otherwise it is not necessary to deposit the bill.]
- 9) Try to stay in Maharashtra Sadan (old) preferably in Delhi.
- 10) Four or more employees who are not permitted to use hired vehicle for out-of-town travel to the same place or town (for the same or different works) shall be allowed a fare equal to the Nimaram / Shivshahi bus fare if they use their own or hired vehicle for the purpose.
- 11) In case of cancellation of tickets reserved for traveling by Railways / Public Bus Service for office purposes, cancellation charges will be reimbursed.

Sd/-  
(Prof. K.S.Bandi)  
Secretary,  
K.K.Wagh Education Society, Nashik

Copy: 1) Finance Manager, K.K.Wagh Education Institute, Nashik.

TRANSLATED BY ME

  
Adv. Somnath R. Patil  
B.A., LL.B, GDC & A  
ADVOCATE  
Reg. No.Mah./4230/2010

|     |  |
|-----|--|
| 1.  | K. K. Wagh Institute of Engineering Education & Research, Nashik                   |
| 2.  | K. K. Wagh Polytechnic, Nashik   |
| 3.  | K. K. Wagh College of Pharmacy, Nashik   |
| 4.  | K. K. Wagh Institute of Pharmacy, Chandori, Tal:Niphad, Dist:Nashik                |
| 5.  | K. K. Wagh College of Agricultural Engineering and Technology, Nashik              |
| 6.  | K. K. Wagh College of Agriculture, Nashik  |
| 7.  | K. K. Wagh College of Agricultural Bio-technology, Nashik                          |
| 8.  | K. K. Wagh College of Food Technology, Nashik                                      |
| 9.  | K. K. Wagh College of Agriculture Business Management, Nashik                      |
| 10. | K. K. Wagh College of Horticulture, Nashik   |
| 11. | K. K. Wagh Arts, Commerce, Science & Computer Science College, Nashik              |
| 12. | K. K. Wagh Arts, Commerce, Science & Computer Science College, Chandori.           |
| 13. | K. K. Wagh Arts, Commerce, Science & Computer Science College, Kakasaheb Nagar.    |
| 14. | K. K. Wagh Arts, Commerce, Science & Comp. Science College, Pimplas (Ramache).     |
| 15. | K. K. Wagh College of Nursing, Nashik  |
| 16. | K. K. Wagh College of Education, Nashik  |
| 17. | K. K. Wagh College of Performing Arts, Nashik                                      |
| 18. | K. K. Wagh Vidyabhavan & Junior College, Bhausaheb Nagar, Tal:Niphad, Dist:Nashik  |
| 19. | Gitai Wagh Kanya Vidyalaya, Bhausaheb Nagar, Tal:Niphad, Dist:Nashik               |
| 20. | K.K. Wagh Secondary School, Pimplas (Ramache), Tal:Niphad, Dist:Nashik             |
| 21. | K. K. Wagh Junior College, Chandori, Tal:Niphad, Dist:Nashik                       |
| 22. | K. K. Wagh Junior College, Pimplas (Ramache), Tal:Niphad, Dist:Nashik              |
| 23. | K. K. Wagh Junior College, Kakasaheb Nagar, Tal:Niphad, Dist:Nashik                |
| 24. | K.K. Wagh English School (Primary + Secondary&Jr. College), Saraswatinagar, Nashik |
| 25. | K.K. Wagh English School (Primary + Secondary), D.G.P. Nagar, Nashik               |
| 26. | K.K. Wagh English School, Gangapur, Nashik   |
| 27. | K.K. Wagh English School, Chandori, Tal:Niphad, Dist:Nashik                        |
| 28. | K.K. Wagh English School, Kakasaheb Nagar, Tal:Niphad, Dist:Nashik                 |
| 29. | K. K. Wagh Prathamik Vidyabhavan, Primpri, B'bnagar, Tal:Niphad, Dist:Nashik.      |
| 30. | K. K. Wagh Universal School, Saraswatinagar, Panchavati, Nashik                    |
| 31. | K. K. Wagh Universal School, D.G.P. Nagar, Nashik                                  |
| 32. | K. K. Wagh Universal School, Bhausaheb Nagar, Tal:Niphad, Dist:Nashik              |
| 33. | Gurukul Boys & Girls Hostel, Bhausaheb Nagar, Tal:Niphad, Dist:Nashik              |
| 34. | K. K. Wagh Engineering College & Polytechnic Boys & Girl Hostel, Nashik            |
| 35. | K. K. Wagh Agriculture and Allied Colleges (Boys & Girls) Hostel, Nashik           |

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B.A., LL.B., CDC & A  
ADVOCATE

Reg. No. Mah./4230/2010



## K.K.WAGH EDUCATION SOCIETY, NASHIK

(Central Office)

3 A

Outword No: K.K.Wagh Edu.So./4218 / 2022

Date : 2 JUN 2022

### OFFICE NOTE


**Subject** :- Coordinator, All Principals (except Principal –College of Engineering), Deans of Engineering Colleges and Heads of Departments of Engineering Colleges Staff Travel Allowance Rules...

**Reference** :- Executive Board Meeting dated 30/05/2022, Resolution No.28/1.

K. K. Coordinator, all Principals (except Principal - College of Engineering), Deans of Engineering Colleges and Heads of Departments of Engineering Colleges under Wagh Shikshan Institution will be admissible from 01/06/2022 at the rate mentioned below if they have to leave the headquarters for the work of the institute and the cost of hotel accommodation will remain.

| Place  | Daily Allowance per day (Rs.) | Hotel accommodation per day (Rs.) | Workshops /seminar | Living Expenses (Rs.)        |
|--|-------------------------------|-----------------------------------|--------------------|------------------------------|
| 1.Delhi, Calcutta, Chennai, Bangalore, Hyderabad                                       | 750                           | 2000+ GST (as per bill)           | 350                | 1500 + g. S. T. (like beela) |
| 2. Pune, Mumbai, Nagpur, Aurangabad  | 550                           | 1500+ g. S. T (as per bill)       | 250                | 1000+ g S. Tee (llama)       |
| 3. Capitals of other states and cities with Divisional Commission rates of Maharashtra | 550                           | 1200+ g. S. t (as per bill)       | 250                | 1000+ as in ST)              |
| 4. All other places  | 450                           | 1000+ g. S. t (as per bill)       | 250                | D. 750+ g. S. (like Bhil)    |


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Adv. Somnath R. Patil  
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ADVOCATE  
Reg. No.Mah./4230/2010

**Tip :**

- 1) Absence from Headquarters:
  - a) Daily allowance will not be given if it is less than 6 hours.
  - b) Daily allowance will be given at the rate of 50 percent of the above rate if more than 6 hours and 12 hours are required.
  - c) If more than 12 hours then full daily allowance will be given as mentioned above.
  - d) The starting time of the journey will be taken as one hour before the bus / train time to the end time one hour after the bus / train time.
- 2) Employees will be able to travel by corporation's ordinary/ Nimaraam / Shivshahi buses. Bus tickets for both sides of journey must be added. Bus tickets should be in good condition and legible. Ordinary bus fare will be payable in case of torn, soaked tickets. Private bus fare will not be payable.
- 3) In places where railway facilities are available (For travel according to working hours e.g. Mumbai, Jalgaon etc. and also for travel in other states, preference should be given to travel by train. The following facilities will be available for rail travel: -  
Railway Second Class - Sitting / Sleeper Class.  
Valid railway tickets for both sides of journey must be attached. If urgent reservation has to be made due to lack of time, the cost will be allowable.
- 4) Hotel bill will be required to be submitted for reimbursement of hotel accommodation expenses.
- 5) Local bus / local / rickshaw or taxi expenses during the travel period will be payable as per below details.
  - a) For travel within Nashik city -
    - 1) From 6 am to 9.59 pm from place of residence to bus or railway station - Bus / rickshaw etc. for travel from station / railway station to place of residence. of as well as bus fare paid directly. However the maximum limit is Rs. 100/- (Rs. one hundred however) will be.
    - 2) From 10 pm to 5:59 am as per reference (5A-1) for travel from place of residence to bus / railway station and also from bus / railway station to place of residence by bus / rickshaw etc. Actual rent paid. However the maximum limit shall be Rs.120/- (Rs. one hundred and twenty however).
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- 6) Seminars, workshops etc. Following documents are required to be attached along with travel bills for
  - 1) copy of Seminar/Workshop Brochure/Brochure/ Invitation Letter etc.
  - 2) Attendance certificate.
  - 3) A copy of the research paper presented in the seminar / workshop / CD should be deposited in the library with the note and signature of the librarian.

**TRANSLATED BY ME**

  
**Adv. Somnath R. Patil**

B.A., LL.B, GDC & A  
ADVOCATE

Reg. No. Mah./4230/2010


(3)

- 4) Details of prizes given by the organizers in cash or in kind.
- 5) Information regarding real arrangements, free or discounted availability etc. provided by the organisers. Details.
- 6) Original receipt of registration fee amount.
- 7) Daily allowance and hotel accommodation expenses shall not be admissible to employees who have traveled to Nashik district but traveling expenses shall remain admissible.
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- 9) Try to stay in Maharashtra Sadan (old) preferably in Delhi.
- 10) Four or more employees who are not permitted to use a hired vehicle for out-of-town travel to the same place or town (for the same or different works) will be allowed a fare equal to the Nimaram / Shivshahi bus fare if they use their own or hired vehicle for the purpose.
- 11) If the tickets reserved for traveling by railway/public bus service for office work have to be canceled for official reasons, the cancellation charge will be reimbursed.

**Sd/-**  
**(Prof. K.S.Bandi)**  
**Secretary,**  
**K.K.Wagh Education Society, Nashik**

Copy: 1) Finance Manager, K.K.Wagh Education Institute, Nashik.

**TRANSLATED BY ME**

  
**Adv. Somnath R. Patil**  
B.A., LL.B, GDC & A  
ADVOCATE  
Reg. No.Mah./4230/2010



Copy to:

(TA/DA Circular -3A)

|    |  |
|----|--|
| 1. | Dr. V.M. Sewlikar, Co-ordinator  |
| 2. | Dr. B.V. Kardile, Co-ordinator   |
| 3. | All Principals (Except Principal of Engineering College and School HMs / Principals) |
| 4. | All Deans of K.K. Wagh Institute of Engineering Education and Research, Nashik       |
| 5. | All HODs of K.K. Wagh Institute of Engineering Education and Research, Nashik        |

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Adv. Somnath R. Patil

B.A., LL.B, GDC & A  
ADVOCATE

Reg. No. Mah./4230/2010



## K.K. WAGH EDUCATION SOCIETY, NASHIK

(Central Office)

9

Outword No: K.K.Wagh Edu.So./ 4289/ 2022

Date : 6 JUN 2022

### OFFICE NOTE

**Subject** :- Abroad Travel Regulations for Regular Employees of the Institute...

**Reference** :- Executive Board Meeting dated 30/05/2022, Resolution No.28/1.

The rules for foreign travel mentioned below will be applicable to the regular employees of the organization from 06/06/2022.

- 1) To the regular employees of the organization once in three years Hon. Travel abroad shall be permitted with the prior permission of the President. This travel may be for research projects, visiting foreign universities, participating in various seminars, presenting research papers, entering into agreements with foreign universities or presiding over lectures or meetings at the invitation of foreign universities.
- 2) Daily allowance and hotel accommodation will be paid at the rate mentioned below during the travel period.

| Place   | Daily Allowance per day<br>(\$American Doller | Hotel accommodation<br>per day<br>(\$AmericanDoller |
|---|---|---|
| 1. European countries, South American countries, Japan, America and Australia/<br>New Zealand | 125   | 150   |
| 2. other countries  | 75  | 100   |

- 3) The employee is to be transferred regarding the cost of passport and visa required for the said foreign travel.
- 4) Seminar registration fee up to Rs.40,000/- will be payable to regular employees for attending the seminar. If the registration fee for the said program includes accommodation and meals, the expenses for the same will not be allowable.

**TRANSLATED BY ME**

**Adv. Somnath R. Patil**

B.A., LL.B, GDC & A  
ADVOCATE

Reg. No.Mah./4230/2010

(2)


- 5) Bus / Railway / Metro / Taxi Pade etc. for local travel during foreign travel as per conditions and availability.
- 6) It will be mandatory for all employees to travel by air in Economy class only. While making a reservation for air travel, book the ticket of the airline with the lowest fare and the nearest route.
- 7) While making the payment for air travel expenses, copy of air ticket and boarding pass for the journey undertaken must be attached with the payment.
- 9) If it is time to cancel the tickets reserved for traveling abroad for the purpose of the organization, cancellation charges will be made before the cancellation.
- 10) Regular employees should try to obtain travel expenses by applying as per rules for Travel Grant available from UGC/DST/AICTE for foreign travel. If the expenditure is sanctioned in this way, the expenditure will not be allowable by the institution.
- 11) If the employees are allowed to travel abroad in Package Tour on behalf of the organization, as this Package Tour includes all expenses, no additional travel allowance or other expenses will be allowed by the organization.

**Sd/-**  
**(Prof. K.S.Bandi)**  
**Secretary,**  
**K.K.Wagh Education Society, Nashik**

**Copy:**

- 1) Finance Manager, K. K. Wagh Education Institute, Nashik.
- 2) Accounts Department, Central Office, K.K. Wagh Educational Institute, Nashik.
- 3) All affiliated institutions (excluding hostels and all aided schools).

**TRANSLATED BY ME**

  
**Adv. Somnath R. Patil**  
B.A., LL.B, GDC & A  
ADVOCATE  
Reg. No.Mah./4230/2010



# K. K. Wagh Education Society

Central Office: Hirabai Haridas Vidyanagari, Amrutdham  
Panchavati, NASHIK- 422 003, Maharashtra  
Ph. No. (0253) 2221111, 2221120, Fax(0253) 2518870

Ref.: KKWES / 580 / 2020

Date 28 JAN 2020

## OFFICE NOTE

**Sub.:** Reimbursement of NPTEL (National Programme on Technology Enhanced Learning) Fee for Staff and Students.

**Ref.:** Office Note No.KKWES/5810/2018,dtd.18/08/2018.

Staff Members and regular students of Professional Institutes run by K. K. Wagh Education Society who appear for NPTEL examination and obtain certificate for the same will be eligible for reimbursement of Examination Fees as per following policy.

### A) Reimbursement of Examination Fees for NPTEL:

It was decided to reimburse fees for NPTEL Certificate for staff and students as follows:

| Sr. No. | Passing Grade           | Amount to be reimbursed for Staffs | % of Amount to be reimbursed to the Students |
|---------|-------------------------|------------------------------------|--|
| 1       | Gold / Ranking          | 100%                               | 100%   |
| 2       | Silver                  | 75%                                | 75%  |
| 3       | Elite                   | 50%                                | 50%  |
| 4       | Satisfactory Completion | 25%                                | 25%  |

- Reimbursement will be given only for one NPTEL/ MOOC course per semester.
- Reimbursement will be given only for the subject relevant to courses of study of concerned Student / Staff.

For other MOOC courses like Udemy, Edx, Courseera, MIT Boston, etc. 50% of the fees paid (Subject to maximum limit of Rs.750/-) will be reimbursed to staff/student on submission of passing certificate.

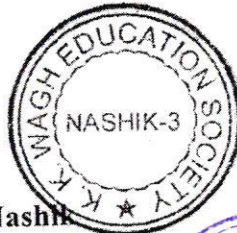
### B) Installment to staff for Professional Body Membership:

It is decided to pay the membership fees for staff members who wish to become member of various reputed professional bodies from college account and deduct the membership amount from their salary in suitable installments. For Adhoc staff, the number of installments should be within the scope of their appointment order.

**Note:** Above referred Office Note No.KKWES/5810/2018,dtd.18/08/2018 shall be treated as cancelled.

(Prof. K. S. Bandi)  
Secretary

K. K. Wagh Education Society, Nashik



**PRINCIPAL**  
K. K. Wagh College of Pharmacy  
Nashik-422 003

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

Copy to : The Principal, K. K. Wagh Institute of Engineering Education & Research, Nashik.

