



Pimpri Chinchwad Education Trust's
Pimpri Chinchwad College of Engineering
Sector No. 26, Pradhikaran,
Nigdi, Pune – 411 044

Record No.: **ADMIN-EST-D-03**

Revision: **00**

Date: **01/06/2013**

Page: **01 / 01**

**REVISED POLICY FOR ACADEMIC AND ADMIN. STAFF TO ATTEND
CONFERENCES / SEMINARS / WORKSHOPS**

Ref. No. PCCoE Policy/2015 – 2016/ *1664*

Date – 30th March 2016

Dear all,

This has reference to the LMC and GB Meetings conducted recently in which the Policy for Academic and Administrative Staff Members to attend Conferences / Seminars / Workshops was put up for revision.

I am happy to inform you that this was discussed in the LMC and approved in the GB Meeting dated 21st March 2016. The details are as follows –

Sr. No.	Activity	As per existing Policy	Travelling charges, allowances & leave	As per Revised Policy
1	Paper presentation in International Conference, Abroad	Maximum Financial support to the extent of Rs. 40,000/- only shall be admissible, once in two years to First Author only.	Duty leave shall be admissible.	Maximum Financial support to the extent of Rs. 50,000/- shall be admissible, once in two years to First Author only.
2	Paper presentation in International Conference in India	Registration fee (Total expenses restricted to Rs.10,000/-) to First Author only. For not more than 3 times / year and Rs. 5000/- at one time	Two way fare by shortest route. D.A. as applicable to the grade of pay, as per Pune University rules or at actual whichever is lower. Duty leave shall be admissible.	Registration fee (Total expenses restricted to Rs.15, 000/- to First Author only. For not more than 3 times / year and Rs.8000/- at one time
3	Attending National Level Conference for Paper Presentation	Registration fee up to Rs.2, 500/- to First Author only.	One way fare by shortest route only. No D.A. shall be admissible. Duty leave shall be admissible.	Registration fee up to Rs.3, 500/- to First Author only.
4	Attending Conference, Seminar without Paper Presentation	Registration fee up to Rs. 2000/-	Only Duty leave shall be admissible.	No change
5	Short Term Training Programs /	Registration fee up to Rs. 2000/-	Only Duty leave shall be admissible.	Registration fee up to Rs. 3000/-

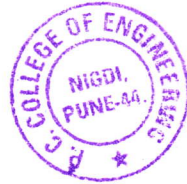
Limits on participations:

To safe guard smooth working in the Institute, Staff Members shall be permitted to attend such Programs **not more than three times per year.**

(** Institute shall cooperate in securing Financial Support from agencies like DST, AICTE, University etc.)

In exceptional circumstances, relaxing the limits on expenses and durations shall be at the discretion of Principal.

Amanfa
Dr. A.M. Fulambarkar
Principal



Copy to –

1. Deans – Academics, R & D, Industry Institute Interaction, Students Development & Welfare
2. HOD – MECHANICAL / E & TC / COMPUTER / IT / CIVIL / FE / MBA / MCA
3. Registrar / Librarian / Systems & IT Support / Workshop Superintendent / T & P / Physical Director / Rector Boys Hostel / Warden Girls Hostel
4. Establishment Section
5. Accounts Section
6. Office Copy