

**Policy document, regarding availability of
financial assistance to teachers for attending
academic conferences/workshops, attested by
Principal.**



**MARATHWADA MITRA MANDAL'S
COLLEGE OF PHARMACY
THERGAON, PUNE-33**

Faculty and Staff Development Policy

1 Introduction

The College needs focused reference to the crucial dependence of quality ensured delivery of education to continuous knowledge upgradation, capacity building and motivation of teachers for accepting challenges arising from new research, advancement in technology and recent trends of breaking barriers of subject related to Pharmacy.

Thus, college has recognized the urgent need for the creating effective systems to provide opportunities for profession and career development of teachers, necessary for quality education and research so that they are well equipped and motivated to accept new challenges emerging from growth of new technologies, knowledge, international competitiveness and changing requirements of learners, especially in the institutions of higher education.

2 Purpose

The purpose of this document is to apprise all concerns about the functioning and due procedures followed by Faculty and Staff Development Program, Marathwada Mitra Mandal's College of Pharmacy (MMCOP).

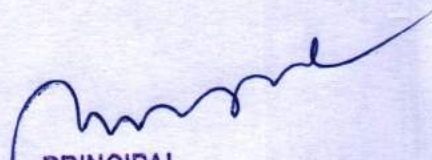
2.1 Welcome

The role of FDP, MMCOP provides services to the faculties and supportive staff of the College and organises several seminars, conferences, FDPs and workshops for faculty and supportive staff. College also encourages faculty & staff to attend the several seminars, conferences, FDPs, training and workshops organized by other institutes.

2.2 Quality Policy

- To ensure efficient utilization of resources to impart knowledge of latest technical development in their respective fields with high standards of quality priorities in a time bound manner.




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3. Responsibilities

3.1 Objectives & Goals:

The Objectives and goals of FDP wing in accordance with relevant provision of Rules and regulations, applicable in the College, may be grouped as under:

- To create world class professional teachers, equipped with latest state of the art tools and skills for the teaching profession.
- To produce excellent teachers who have good ICT skills, communication skills, team building spirit and have the ability to deliver quality and value based education to the students.
- To inculcate sound research competencies in the teachers who come to attend the training programmes.
- Acquire and improve art of teaching at the college level to achieve goals of higher education
- Keep abreast of the latest developments in their specific subject.

4. Scope

The FDP will cater to the needs of teachers and academic administrators of the colleges as decided by the College from time to time.

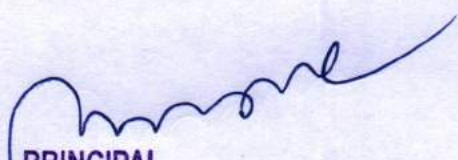
Orientation / First Level Programmes: Every new faculty member in higher education will be required to undergo a four week Orientation / First level Programme which will be focused on some **broad area of knowledge** spanning a few allied disciplines.

The objective of the orientation programme is, "To make teachers an agent of socioeconomic change and put them in centre stage of national development".

The programme shall have the following components:

- Issues of ethics, gender, marginalized communities, plagiarism etc.
- Issues related to environment.
- To motivate the trainees for development of interdisciplinary understanding and interest including basic legal awareness.
- Research Methodology.




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- Communication Skills and Information Technology.
- Microteaching
- The remaining 15% of content of the First Level Programme will be focused on broad understanding of various subjects with recent global trends and developments.

Refresher / Second Level Programmes: These will be mainly focused for those faculty members who have already undergone through the Orientation/First Level Programme in an identified broad area. The programme will be discipline specific with advanced developments in an identified subject under the concerned broad area. In addition, there will be Refresher Programmes, geared towards emerging cross discipline advanced studies to enable the participants of relevant disciplines to work together or contemporary application of new knowledge for industrial and social development and other allied aspects. The goal would be to equip and motivate the participants with advanced knowledge to accept challenges of quality teaching and research.

Workshops: These will be organized for shorter duration of one week (6 working days, 36 contact hours) and will be covering mainly for capacity building of academics, administrators and other stakeholders.

Short-term course of 3-6 days duration especially on research methodology and specialized themes of interest.

Some suggestive areas for Programme development and delivery:

The FDP will plan the programmes as above on the basis of needs and requirements of the institutions to be covered. However some suggestive inputs are given below.

- Internal and External Accreditation
- Technology Enabled Learning through online demos and support for capacity building for development of e-content, virtual labs and their effective use for teaching and research
- Holistic approach to the whole sector of education without fragmentation.
- Broad and dynamic collaborative models for encouraging interdisciplinary and interinstitutional collaboration in teaching and research
- Engagement with Industry and relevant social sectors
- Change in regulatory and governance structures of institutional system in a way that promotes research, innovation, creativity with incentives



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- Content design and development and curriculum reform focused on innovations and creativity
- Faculty development and enrichment.
- Reforms in assessment and certification methods
- Knowledge up-gradation for effective teaching and research
- Seminars and Workshops for some specialized emerging trends of advanced learning

5. Procedures

5.1 Faculty Development Programme:

1. Distributing the office circulars regarding faculty industrial trainings, seminar/conferences/workshops and other QIP as on when required/obtained through mail and creating a new format for circulation of such notices & summary sheet in hard copy.
2. Inform the faculty members regarding AICTE, DST, DBT, UGC, etc sponsored QIPs for participation or making applications for grabbing such opportunities to us and collecting the application copies (if any) of the same.
3. After every 15 days a reminder to faculty members for submission of their certificates & reports for participation in various QIPs as delegates or as a resource person. Also reminding for submission of faculty achievements (if any)
4. Every week a request for each faculty members for sharing the information about any QIPs known to them for disseminating such information among other faculty members.
5. With the help of other faculty members try to organized a staff training programme for administrative and technical supportive staff
6. Help for utilization of industrial training data for new collaborations with other industries through (MOUs).
7. Faculties provided with financial support to attend conferences and workshops organised by professional bodies

5.2 Staff Training Programme:

1. Distributing the office circulars regarding Staff trainings programme like seminar/conferences/workshops and other STP as on when required/obtained through mail.
2. Inform the Administrative and Technical supportive staff members regarding AICTE, UOP, DST, etc sponsored QIPs/STPs for participation.



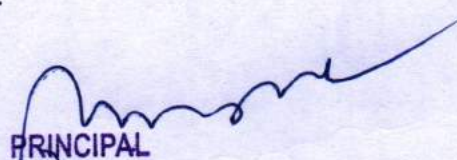
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3. Each month a reminder to Administrative and Technical supportive staff members for submission of their certificates & reports for participation in various STPs/QIPs as delegates. Also reminding for submission of staff achievements (if any)
4. Every month a request for each Administrative and Technical supportive staff members for sharing the information about any STPs/QIPs known to them for disseminating such information among other staff members.
5. Try to organized a staff training programme for administrative and technical supportive staff
6. Staff provided with financial support to attend conferences and workshops organised by professional bodies

5.3 Organization of programs related to faculty development:

- Based on recent trends, technology and industry/market demand theme of FDP is decided.
- Identification of Resource Speakers from various fields
- Detail preparation and Submission of Proposal to Apex Statutory Agencies such as AICTE, PCI, and SPPU for funding.
- Approval for the Proposal.
- Planning to organize program with Dates and other requirement.
- Invitation to Resource Speakers.
- Confirmation by Resource Speakers with his/her Resume (Short) (For Date & Time and Budget-Remuneration)
- Preparation of program brochure & detail schedule and dissemination of it among. intra and inter college faculty and students.
- Conduct of Program.
- Attendance of the participants for the program of FDP.
- Photographs of the session.
- Feedback of the Session by the participants (Faculty and Students).
- Remuneration/ Payment to resource Speaker.
- Thanking Letter/ Mail to Resource Speaker with Photographs.
- Update the activity details on Social media sites as well as website.
- Preparation and submission of Audited statement of expenditure.




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5.4 Facilitates provided by college to attend seminars, workshops, conferences, professional development programs, STTP for Faculty and Staff

- **Leave:**

- Those who attending seminars, workshops, conferences, professional development programs, STTP are entitled to get on-duty leave with prior approval of Principal.
- During this period if any holiday/non-working days fall then no special compensatory off will be given to attendee.
- For attending irrelevant seminars, workshops, conferences, professional development programs, STTP, on duty leave will not be granted.
- In case attendee remains absent during this period (for Event) his/her on duty leave will be cancelled by the College.

- **Registration Fee/TA**

- In case college feels that the course is useful for college/department in this case college will bear the 50% of TA, for this prior approval of Principal is required.
- Registration fee will be reimbursed, for this prior approval of Principal is required.
- While submitting claim original receipt/tickets needs to be submitted.
- For attending irrelevant seminars, workshops, conferences, professional development programs, STTP no registration fee, TA will be given
- The assistance provided by the institute neither will be transferrable nor the benefits can be carried forwarded to the subsequent year.

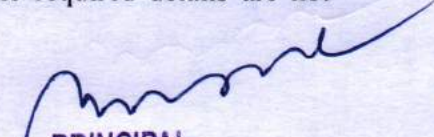
5.5 Procedure of Application:

Faculty member willing to avail the FDP must make an application. The application shall be made at least 15 days prior to the date of commencement of the event/program.

5.6 Submission of Report:

The Faculty Members utilizing FDP facility for above listed activities have to submit a summary report to the 'Principal'. If required, the concerned faculty has to make a presentation on the knowledge gained there from. The Faculty has to submit copy of certificates, original tickets, bills etc., to the accounts department for any financial claims and proof of expenses incurred. In the event of any genuine expenses without bills, the concerned faculty has to take written approval from the Principal and submit the same to the Accounts Department. The institute will not consider the claim or make reimbursement, if the required details are not furnished.




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TRAVEL POLICY

1. BACKGROUND

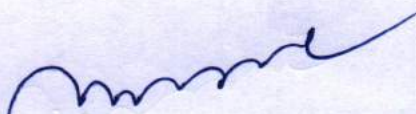
This document describes MM's General policy and procedures relating to travel authorizations, travel advances issues to employees, settlement of expenses, various modes of transportation, lodging accommodations, credit cards, cancellation and charges, international travel and travel agent procedures.

2. PROCEDURES

- Guidelines

- Any activity related with the movement of any employee, in local or national or international activities must be planned and referred in the first instance to the immediate authority.
- The institute has an accountable plan that allows it to reimburse employees for authorized business expenses with no effect on compensation. Advance written authorization is required when one of the following occurs:
 - The issuance of travel advance and
 - A business trip requiring an overnight stay or more
- Employees must submit a **Travel Request Form (TRF)** and obtain recommendation from the appropriate authority and forward it for the approval of EXEC. PRESIDENT/SECRETARY.
- Expenses incurred by employees on official institute business will be reimbursed on the basis of maximum limits mentioned in Section 4.1 and/or actual reimbursement upon receipt of a properly completed **Travel Expense Accounting Report (TEAR)** and valid receipts supporting the reimbursement request.



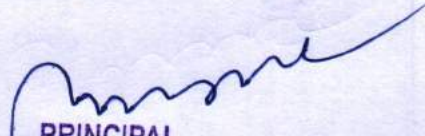

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- Claims for travel expenses reimbursement will be allowed only for actual expenses incurred within the limits and restrictions of these regulations.
- Official travel will be accounted, since the time; an employee leaves his/her residence or regular place of employment for the purpose furthering institute business and ends when the employee returns to his/her residence or regular place of employment. A Table showing Grades and Entitlements is given in Annexure I and II.
- For official travel inside or outside of Pune/PCMC area i.e. within the country, there are limits for meals and incidental expenses as per Grades given in Annexure I and II. In exceptional cases, actual expense in excess of limits supported by receipts can be reimbursed. However, daily expenses incurred in excess of prescribed limits will require sanction of EXEC. PRESIDENT/SECRETARY with recommendation from the Director/ Principal of the college concerned.
- Original receipts must be attached to the TEAR reimbursements claimed. When the original receipt is not available a copy is acceptable with an explanation of why the supporting document is a copy. For the reimbursement of questionable or unusual expenses, written or verbal approval must be obtained before the expense is incurred.
- If possible, the accommodation/room may be shared when travelling together.
- Reimbursements for lodging and meals etc. are limited to actual expenditure incurred and not to exceed the maximum allowed indicated in Section 4.1 for national travel and in Section 4.2 for international travel.

2.2- One day Return Tours to Mumbai / Other places

- For one day return tour to Mumbai or other places, M and M1A Grade employees may use their own vehicle or office vehicle depending on availability. All other employees must use public transport like VOLVO Buses/Trains etc. for travel to Mumbai. A separate expense limits for one day tours are given in Section 4.1.



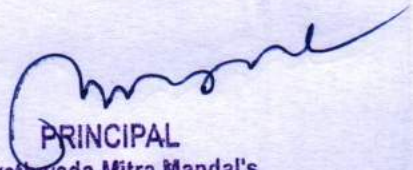

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- The travel day commences at 6:00 A.M. and includes expense for breakfast, lunch and dinner if an employee reaches after 9:00 P.M.
- If feasible, sharing of vehicle must be done by employee travelling to same destination.
- Demand of a vehicle from Pune for pick up at Mumbai Airport should not be made.

Standards

- Employees share a basic responsibility for the use of good business judgment while incurring expenses. Employees are expected to exercise the same care while incurring business expenses as would be exercised at the time of incurring personal expenses. Effective control of expenses is a primary concern of everyone at MM and should be kept in line with a reasonable economical and comfortable stay while on tours.




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3. LOCAL TRAVEL

In case of local travel, an employee will have to submit the requisition two days prior to the actual date of travel.

3.1- Travel within City of Pune/PCMC

For an employee on official travel, using his/her own vehicle, the Institute will reimburse the amount after the employee has filled in the form duly signed by the immediate authority and then forwarded to the Accounts Department. The prevailing rates of reimbursement are as under:

- Two wheeler: Rs.3.00/k. m
- Four wheeler: Rs.8/k. m

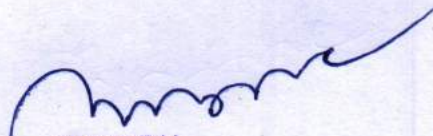
3.2-Travel outside Pune- in the vicinity of 200 kilometers

- Whenever an employee travels for the purpose of extending the business of the Institute, the Institute will provide vehicle in case the travel is in the vicinity of 200 kilometers, after checking the availability. In case the transport cannot be made available, the employee will make necessary arrangements by public or private transport as may be applicable.

- Mode of transport will be as per employee grades given in section 4.1
- For an employee on official travel, using his/ her own vehicle, the institute will reimburse the amount after the employee has filled in the form duly signed by the immediate authority and then forwarded to the Accounts department. The prevailing rates of reimbursements are as under-
- Two Wheeler: Rs.3.50/ k.m.
- Four Wheeler: Rs.10/k. m.

Besides the rates stated above, MM assumes no responsibility for any maintenance, insurance, operational costs, accidents or fines incurred by the owner of the vehicle while on official tour.




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Thergaon (Kalewadi), Pune-411 033

4. NATIONAL AND INTERNATIONAL TRAVEL-

MM STAFF may be required to travel nationally and or internationally for official work or attending training programs, Seminars, conferences, participate in the business/ technical discussions, exhibitions any other similar purposes having a bearing in the institutes future plans and projects.

National Travel Policy

The Travel Request Form (TRF) must be approved by the immediate Authority i.e. HOD/Director/ Principal etc. Prior to approval, the following points should be checked:


- The authenticity and correctness of the TRF
- The conformity of expenditure to be incurred with the obliging rules and regulations

An employee travelling nationally for official work will be reimbursed within the following limits for expenses incurred during such tours.

National Travel- Grades and Entitlements

Grades	H & A	A1 & A2	A3	All other
Mode of travel	Air travel Eco./Railways/ Road Public Transport/ Road Private Transport Based on prevailing fares	Railways/ Road Public Transport	Railways/ Road Public Transport	Railways/ Road Public Transport
Hotel- Metro Cities	Upto Rs.5,000/- per day or actual whichever is less	Rs.3000/- per day or actual whichever is less	Rs.2000/- per day or actual whichever is less	Rs.1500/-per day or actual whichever is less
Hotel- Non- Metro Cities	Upto Rs.4000/- per day or actual whichever is less	Rs.2500/- per day or actual whichever is less	Rs.1800/- per day or actual whichever is less	Rs.1000/- per day or actual whichever is less

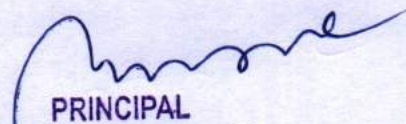



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Conveyance- Metro and Non- Metro Cities	Actual	Actual	Actual	Actual
Meals etc.	Upto Rs.900/- per day or actual whichever is less	Upto Rs.700/- per day or actual whichever is less	Upto Rs.400/- per day or actual whichever is less	Upto Rs.300/- per day or actual whichever is less
Miscellaneous Expenses	Rs.200/- per day or actual whichever is less	Rs.100/- per day or actual whichever is less	Rs.50/- per day or actual whichever is less	Rs.50/- per day or actual whichever is less
One day tour- Mumbai	Upto Rs.500/- per day or actual whichever is less	Upto Rs.400/- per day or actual whichever is less	Upto Rs.300/- per day or actual whichever is less	Upto Rs.200/- per day or actual whichever is less
One day tour- Other Places	Upto Rs.400/- per day or actual whichever is less	Upto Rs.300/- per day or actual whichever is less	Upto Rs.200/- per day or actual whichever is less	Upto Rs.150/- per day or actual whichever is less
Authorized by	EXEC. PRESIDENT/ SECRETARY	EXEC. PRESIDENT /SECRETARY	Director/ Principal	Director/ Principal

Note: Reimbursement for lodging is to the single room rate, plus applicable taxes. If more than one person occupies the room, the total room rate must be noted on the receipt/ bill. If the room rate is same regardless of number of persons in the room, then this is too must be noted.




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- INTERNATIONAL TRAVEL

International Travel Policy:

- International travel is considered travel outside the country and its possessions. International travel requires approval from the appropriate authority and finally the consent of the EXEC. PRESIDENT/SECRETARY.

Excess luggage should be planned by Cargo.

Note: All expenses must be reported on the TEAR. Exchange rates must be noted on each receipt when receipts are represented in foreign currency and supported with external exchange rates documentation or submit a copy of the credit card receipt.

An employee travelling internationally for official work will be reimbursed within the following limits for expenses incurred during such tours.

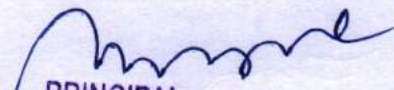
International Travel- Grades and Entitlements

Grades	H & A	A1 & A2	A3, B & B1
Travel Mode			
Hotel Stay	200 \$- per day/ person – single occupancy (\$125/ day/ person in case of sharing accommodation)	150 \$- per day/ person – single occupancy (\$100/ day/ person in case of sharing accommodation)	150 \$- per day/ person – single occupancy (\$100/ day/ person in case of sharing accommodation)
Meals	50 \$ per day	50 \$ per day	50 \$ per day
Miscellaneous allowance including local travel	100 \$ per day	100 \$ per day	100 \$ per day
Authorized by	EXEC. PRESIDENT/ SECRETARY	EXEC. PRESIDENT/ SECRETARY	EXEC. PRESIDENT/ SECRETARY

Note: reimbursement for lodging is to the single room rate plus applicable taxes. If more than one person occupies a room, the total room rate must be noted on the receipt / bill. If the room rate is same regardless of number of persons in the room, then this too must be noted.

5. ADVANCES




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- If a travel advance is required, the TRF (refer Annexure III) duly recommended by the Director/ Principal of the college concerned must be forwarded first to the EXEC. PRESIDENT / SECRETARY and after the approval is received, it should be finally forwarded to the Accounts Department prior to travel for payment of advance.
- An employee can be given a cash advance as applicable depending upon period of travelling and expenses estimated as mentioned in the TRF only in the case of national or international travel.
- No advances will be issued until a properly completed and approved copy of the TRF is received by the Accounts Department. The Accounts Department will give advance after receipt of approved copy of the TRF.
- Advances must be settled within three working days after the return from the tour. An outstanding travel advance not settled within 30 days of return from a trip may be subject to payroll deduction and must be settled before the employee asks for a further advance.

6. COST CONTAINMENT

The following points should be observed while planning and business tour:

- Whenever possible, employees should plan their tips in advance and should take the benefit of discounted airfares.
- In many cases, hotel, and automobile rates could also be discounted by making reservations in advance. Any exceptions must be approved in advance by the appropriate authority in writing. Employees should use connections, one-stop flights, and alternate airports whenever feasible, to ensure cost effectiveness.
- Only airline tickets reserved and booked by the designated travel agent will be charged to MM's centrally billed accounts.




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7. Itinerary

- Each employee should leave an itinerary with his/her department and, if possible, information on how he/she can be reached during the trip. In case of any change in the approved itinerary during the trip, all such changes must be noted on the original TEAR and should be informed to the immediate Authority.

8. Travel Cancellation or Route Change


- Upon adequate notification by the individual travelling, the designated travel agency will cancel transportations reservations. All cancelled pre-authorized trips that have centrally billed airline tickets or travel advances, need to be noted on the original TEAR.
- If a pre- authorized trip is cancelled and the airline ticket issued was centrally billed to MM, return the ticket along with the associated TEAR to the Accounts Department. When the ticket is returned, provide the reason for cancellation and the charge number from the TEAR.
- If a pre-authorized trip is cancelled and a travel advance was issued, immediately return advance to the Accounts Department and net the expenses report to zero (if no other expenses were incurred)

9. REIMBURSABLE EXPENSES

Air travel:

To reach destinations outside of practical driving distances, MM employees are typically expected to travel via economy class. The MM travel desk or the designated travel agent is required to book the most economical fare, keeping the traveler's convenience in mind. Requests for travelling on fares other than economy class must be approved in advance, in writing, by the appropriate department and Director/ Principal concerned.




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Rail transportation:

First class rail travel is MM's normal standard. If the rail transportation is more expensive than available airfares rates, selections of air travel in lieu of rail transportation must be approved in advance, in writing, by the Director/ Principal of the college concerned.

Grade	Rail Class Approved
H	1st Class AC
A	AC Two Tier
A 1 & A 2	AC Three Tier
A3, B, B1, B2, B3, C, C1, C2 & C3	Sleeper Class

Privately owned vehicle –

If an employee desires to use his/her own car in lieu of any other mode of transport, written approval from Director/ Principal of the college concerned must be obtained in advance.

When private vehicle is used for transportation, the reimbursement will be at the rate that is currently allowed, Rs.8/- per km effective from 1st April, 2016.


9.4. Parking-

Parking charges shall be reimbursed at actuals. Receipts must be attached to the TEAR.

9.5 Living Expenses-

For living expenses specified amounts for lodging and meals are mentioned in Section 4.1 and 4.2 will be made available to all the employees. The expenditure above specified limits will be reimbursed only after the approval of Director/ Principal concerned and the final approval of SECRETARY or SECRETARY'S NOMINEE. All expenditure claims must be supported by receipts, vouchers etc.




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Thergaon (Kalewadi), Pune-411 033

- Other

Employees with receipts or bills will be reimbursed for necessary expenses such as local transportation, parking, toll charges, telephone calls, postage, telegrams, faxes, registration fees and other charges incurred for MM or sponsored activities. Reimbursement without required receipts is subject to the discretion of the Management.

Non- reimbursable Expenses

Unreasonable or unnecessary expenses are not typically reimbursable. Examples, include, but are not limited to:

- Non-business related expenses
- Movies, Alcohol, and other personal entertainment
- Fines or other financial penalties for violations of laws or regulations
- Repairs to privately owned vehicles
- Gifts other than official

10- Expense Reporting


After completion of a tour, TEAR (Refer Annexure IV) must be submitted within the stipulated timeline. The TEAR must include all items of expenses duly supported by receipts, vouchers etc. The expenses not supported by documentary proofs should be supported by self- receipts for items like local conveyance etc.

In case of international travels bills are not required for payment of daily allowance including local travels.

All expense items must be substantiated with receipts, credit card bills, paid bills, or the like, wherever possible. The following expenses must have receipt.

- Lodging Expenses
- Meals etc.
- Transportation expenditure other than local conveyance.
- Other expenses (with and explanation note)




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When making long distance telephone calls itemized and indicate the person called and points between which the call was made. Reasons for all long distance calls should be given. Only institute business related telephone calls will be reimbursed.

For local telephone calls, show total amount only and the number of calls made.

Indicate the expense head (including travel expense sub codes) to which expenditures should be charged

Account sub codes for travel expense include the following:

- Fares- (attach details on a separate sheet)
- Registration fees (attach details on a separate sheet)
- Lodging (attach details on a separate sheet)
- Meals etc. to cover meals and other incidental personal expenses
- Local conveyance – (attach details on a separate sheet)
- Other Expenses - (attach details on a separate sheet)

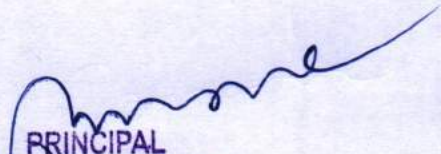
Once the tour is completed, the bills must be settled within three working days after the return from the trip. An outstanding travel advance not settled within 30 days of return from the tour may be subject to payroll deduction and must be settled before the employees can receive a further advance.

11.

- All domestic flights bookings are to be given to:
- All international flight bookings to be given to:

** Above arrangements is subject to change as per the Management decisions-

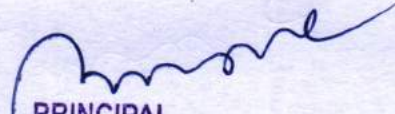



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ANNEXURE NO- I
GRADE AND DESIGNATION (FOR TRAVEL POLICY ONLY)

Sr. No.	Class	Name of the Post
1.	H	EC Members / Director/ Principal
2.	A	Dy. Director/Vice Principal/ Physical Director/ Professor/ Group Registrar/ Registrar
3.	A1	Associate Professor/ Office Superintendant / Librarian
4.	A2	Assistant Professor/ Sr. Administrative Officer/ System Administrator
5.	A3	Administrative Officer/ Assistant Finance Officer/ Manager Purchase/ Assistant Registrar
6.	B	Head Clerk/ Sr. Tech Asst./ Sr. Technician/ Sr. Accountant
7.	B1	Asst. Office SUPDT./ Accountant/ Gym Instructor (SGR), Asst. Librarian/ Hostel Rector/ Purchase Officer / Research Assistant
8.	B2	Lab In-charge/ Gym Instructor/ Tech. Asst.
9.	B3	Store Keeper/ Stores In- Charge/ Sr. Receptionist/ Lab In-Charge/ Machinist/ Fitter/ Black Smith/ Library Asst. / Senior Tel. Operato/ Accountant
10.	C	Sr. Clerk/ Steno Typist/ Personal Assistant/ Hostel Warden/ Lab In-charge/ Receptionist/ Sr. Tel. Operator/ Accounts Assistant
11.	C1	Technician/ Junior Telephone Operator/ Assistant cum Store keeper/ Hostel Warden
12.	C2	Jr. Clerk/ Jr. Accountant/ Lab Assistant/ Carpenter/ Electrician/ Plumber/ Receptionist/ Office Assistant/ Laboratory Attendant/ Library Attendant/ Mason/ Wireman/ Store keeper cum Clerk
13.	C3	Office peon/ Sweeper/ Computer Lab Peon/ Auditorium Attendant/ Drivers

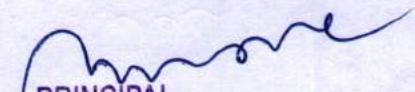



PRINCIPAL
Marathwada Mitra Mandal's
COLLEGE OF PHARMACY
Thergaon (Kalewadi), Pune-411 033

ANNEXURE NO. II
TRAVEL REQUEST FORM- MM GROUP OF INSTITUTES

Traveler's Information	
Name and Employee ID No.	
Tel. NO./Mobile No.	
Email Id-	
Passport No. & Visa Type	
Purpose of Travel	
Travel From	
Destination	
(If travel is to several destinations, please continue to list detailed below)	
Departure Date and Time	Return Time and Date
Total days of Travel	
Estimated Expenses	
Domestic Air Fare	Rs./ USD
International Air Fare	Rs./ USD
Hostel Expenses	Rs./ USD
Meals	Rs./ USD
Local Conveyance	Rs./ USD
Other & Miscellaneous Expenses	Rs./ USD
Total Expenses	Rs./ USD
ADVANCE DEMANDED	
Name and Signature of the traveler	
Concerned Director	
EXEC. PRESIDENT/SECRETARY	



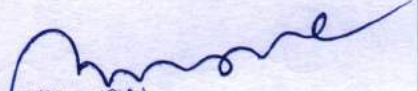

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 COLLEGE OF PHARMACY
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ANNEXURE NO. III
TRAVEL EXPENSES ACCOUNTING REPORT (TEAR)- MM GROUP
OF INSTITUTES

Date:

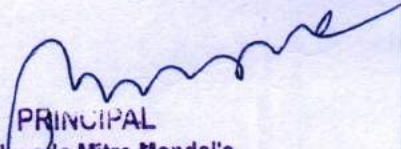
Name		Designation		Grade	
Institute / Department					
Tour Details					
Particulars	Date	Time	Places Visited	Number of Days	
Departure					
Arrival					
Details of Expenses					
Fares		Amount (Rs.)	Remarks		
From	To				
Total					
Registration Fees					
Lodging Expenses					
Total					
Meals Etc.					
Local Conveyance					




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Other Expenses			
Total Expenses			
Less Tour Advance			
Amount Refundable/ Due			
Brief Tour Report			




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