

Date: 05/10/2018

To,  
The Principal,  
Sant Muktabai Arts & Commerce College,  
Muktainagar Dist – Jalgaon

Subject :- Regarding Reimbursement of conference fees and travel expenses

Respected Sir,

I, here undersigned, assistant Professor in political science Department , I had presented a research Paper in  
" National Conference " the conference was held on 01/10/2018

Conference fee including Springer proceeding fee, to and Pro expenditure for the same is as follows,

Conference fee + Springer allantis Fees =1500/-

Accomodation at BAMU = 500/-

Muktainager to Aurangabad =280/-

Aurangabad To Muktainager = 280/-

Total = 2560/-

So its my humble request to you to release the above expenditure as soon as possible.


Thanking You,

Yours Faithfully,

  
Dr. Ramesh Shewale





  
Mr Principal  
Sant Muktabai Arts & Commerce  
College, Muktainagar Dist Jalgaon

To,

The Principal,  
Sant Muktabai Art & Commerce College,

Muktainagar,

Dist - Jalgaon

Date - 5<sup>th</sup> Feb - 2016

Subject - Regarding reimbursement of Conference fees and travel expenses.

Respected Sir,

I, here undersigned, Associate professor in English department. I had presented a research paper in "Indian English Literature After 1990: Issues and challenges" at G.T. Patil Art's & Commerce and Science College, Nandurbar. The Conference was held on February 3 & 4 - 2016.

Conference fee including Springer proceeding fee, to & pro expenditure for the same is as follows:

Conference fee + Springer atlanti's fees	=	800
Accomodation at G.T. Patil College Nandurbar	=	250
Muktainagar to Nandurbar (Travels)	=	250
Nandurbar to Muktainagar	=	250
Total	=	<u>1550/-</u>

So, it's my humble request to you to release the above expenditure as soon as possible.



Thanking you  
Principal

yours faithfully  
Mishra

NTVS'S

**G.T.Patil Arts, Commerce and Science College, Nandurbar**

Organized UGC Sponsored National Conference on  
**Indian English Literature After 1990 : Issues and Challenges**

3-4 February 2016

No. **60**

**RECEIPT**

Date : 3 / 12 / 2016

Name L. B. Goyakwael

College Name/University Sant Muktabai college muktanagar

Cash/Bank/Draft/ online (Bank) Received

Thanks!

RS

800/-

[Signature]  
Received By.



## Welfare for Teaching Staff

- a.) Teaching Staff Completed one year service will get 8 Causal Leave and medical Leave from 15 June To 30<sup>th</sup> April.
- b.) Maternity Leave ; Maternity Leave of 90 days will be entitled to all categorised of employees after completion of two years of service in the college.
- c.) Study Leave : Study Leave will get granted to the sponsored staff for pursuing higher qualification ex. M.Phil, Ph.D.
- d.) Duty Leave : Duty Leave will be given for Central Assessment Programs (CAP) and Other Board Meeting at university.
- e.) Incentives and Paid leaves will be offered for publication in refereed journal and attending the workshops and seminars.
- f.) Sponsorships of National and International Conferences.
- g.) Laptop will provided with data card and all facilities.
- h.) Appreciation through the Letter of Appreciation for best performance in college.















*[Signature]*  
Principal  
Sant Muktabai Arts & Commerce  
College, Muktainagar Dist Jalgaon

## LEAVE CARD

**Name of Organization :** - Sant Muktabai Arts & Commerce College, Muktainagar  
**Name of Staff :** - Prof. L. B. Gayakwad  
**Designation :** - Associate professor  
**Department :** - English  
**Duration From :** - June - 2017 To May - 2018

### Type of Leave :- Duty Leave (D.L.)

Date	No. of Days	Place & Reason of DL	Staff	H.O.D.	Principal	HR Remark			
13/07/17	01	College work				✓			
08/08/17	01	College work				✓			
10/08/17	01	College work				✓			
03/10/17	01	College work				✓			
04/10/17	01	College work				✓			
06/11/17	19	N.M.U. CAP Work							✓
04/12/17									✓
06/12/17	04	N.M.U. CAP Work							✓
09/12/17									✓
17/02/18	02	College work							✓
18/02/18									✓
24/02/18	01	College work				✓			
20/03/18	01	College work				✓			
21/04/18	01	College work	✓						
/									
/									
/									



  
**Principal**  
**Sant Muktabai Arts & Commerce**  
**College, Muktainagar Dist Jalgaon**

