



MAHARAJA AGRASEN COLLEGE
University of Delhi
VASUNDHARA ENCLAVE, DEIHI-II0096

06.05.2024

F.N. 131/MAC/Accounts/2024

NOTIFICATION

Sub.: Reimbursement of Registration Fee

Governing Body of the College in its meeting held on 01.05.2024 has resolved to approve reimbursement of registration fee to Teaching and Non-Teaching Staff, subject to following conditions;

1. Rs. 5,000/- per faculty per financial year, towards registration fee only in r/o national and international conference(s). This amount is irrespective of number of conferences attended by a faculty member.
2. Conference should be organized either by Higher Educational Institute (HEI) itself or in collaboration with a HEI viz. College/University/Research Institute etc.
3. Reimbursement of registration/course fee to non-teaching staff towards training programme organized by Institute of Secretarial Training and Management (ISTM), Old JNU Campus, New Delhi, only. This amount is subject to maximum of Rs. 5,000/- per non-teaching staff, per year, irrespective of no. of training programmes.
4. The following documents are required to be submitted to college office to claim the reimbursement of registration fee;
 - (i) Duly filled in Registration Fee Claim Form (as enclosed).
 - (ii) Copy of certificate of participation/training etc., given by the host HEI.
 - (iii) Original Receipt/Online Payment Proof, as the case may be.
 - (iv) Copy of approval of the C/A to attend the seminar/workshop/training/conference etc.

This is for information of all concerned.

Encl.: As above

(Prof. Sanjeev Kumar Tiwari)
Principal (Offg.)

Copy to following for information;

1. All Teaching & Non-Teaching Staff
2. S.O. (A/cs)
3. Mr. Nishant – To email all Teaching & Non-Teaching Employees – As per list
4. System & Network Admin. – To upload on College Website.





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Registration Fee Claim Form

1. Name of the Employee

:

2. Designation

:

3. Department

:

4. Name of the host Higher Education Institute (HEI)

:

5. Title of the Seminar/Conference/
Workshop/Training Programme etc.

:

6. Duration

:

7. Approval of the C/A

:

8. Amount of Registration Fee
being claimed

:

9. Mode of Payment (Cash/Online/DD)

:

10. Receipt No. , if any (attach original
Receipt/online payment proof)

:

11. Any other information

:

Date _____

(Signature of the Employee)