

## NOTIFICATION

### Policy for participation and financial support for National and International Conferences

With the approval of competent authority the Policy for participation and financial support for National and International Conferences are hereby notified:

The limit of Journey by Road may be restricted to 750 (both sides) or as per the university rules, amended from time to time.

2. Only those staff of the University whose papers have been accepted for presentation (reading) or who are invited to be the keynote Speakers or to Chair a session at a National or International conference or who are the office bearers of the Organisation / Society / Association which organizes Conference/ Seminar / Workshop may be allowed.

3. Such permissions for attending the conferences / seminars / workshops may be granted subject to the availability of funds.

4. Every application for attending the conference must reach the office one week before the date of journey duly recommended by the Head.

5. University employees when allowed T.A. / D.A. to attend the conferences etc. may be treated on duty leave.

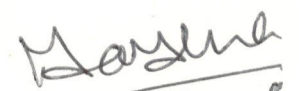
6. The applications for attending conferences abroad shall first be processed by a Committee comprising Dean Academic Affairs, Dean of the Faculty concerned and Head of the concerned department. The Committee shall assess the quality of the conference and make recommendations accordingly. Provided that if any of the above is an applicant, the Vice-Chancellor or his nominee shall be the Chairman/member of the Committee.

6 (1) Foreign tours for this purpose may be allowed by the Executive Council in exceptional cases.

7. Any staff who has availed of this facility may be considered for the same only after the expiry of 2 years in case of foreign seminars and conferences.

8. The payment for attending seminar / conferences may be made as per following criteria:

i) Regarding Air Travels, the existing T.A rules/guidelines of the University/DoPT/UGC/Funding Agency shall apply. The payment of daily allowance will be made at Central Govt. rates and D.A. will be paid for the duration of the conferences plus maximum upto four days i.e. two days before and two days after the conference which will

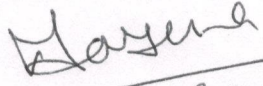
  
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include the travel period. If the journey period is less than two days before and two days after then actual DA will be given for the actual journey days, which shall be maximum two days. Persons selected for participation should travel by excursion tickets in sectors by the cheapest air ticket (Economy class) by Air India (by air India Star Alliance partners in sectors where Air India does not operate). Actual fare not exceeding A.C. Class-II Fare will be admissible for travel from University to the nearest Airport and back. However, taxi fare for travel upto the airport from the Head Quarter may be allowed by the Vice-Chancellor on the basis of entitlement. Normally one teacher of a Department shall be allowed to attend the same International conference abroad. The Vice-Chancellor may allow more than one teacher in exceptional cases. The maximum expenses in any case should not exceed Rs. 1.5 lacs.

ii) For Attending Seminars / Conferences in India Travel grant upto 100% by entitled class and registration fee and D.A. be given to a staff once in every year. If a teacher is eligible to travel by air he / she may be allowed to travel by air in economy class (Air India or Air India Star Alliance partner in sectors where Air India does not operate) and his/her travel expenses may be reimbursed on the basis of actual expenses incurred or Rs. 15,000/- whichever is lower. Not more than 25% of the teachers or three staff members whichever is lower, of the department may be allowed to attend same National Conferences except if the Conference is being organized by the concerned subject association. Same rules shall be applicable for research scholars and capping of Rs. 15,000/- would be applicable to them also.

9. The Daily Allowance may be paid for attending the seminar / conferences subject to availability of funds.

10. If any staff receives fund from any funding agency to attend National /International Conference/ Seminar/ Workshop etc. Then other non-permissible heads which are not granted by the funding agency may be reimbursed by the University.

  
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Director, IQAC