

- 2 -

Rules for Attending conference/ seminars/ workshops / STC/ FDP etc as passed by Academic Council in their meeting held on 30.8.2012.

1. These rules may be called 'Guidelines for participation of faculty members for attending of national and international Conference/Seminar/Workshop/Short Term Courses (STCs)/Faculty Development Programmes (FDPs)/Summer School Programmes/Winter School Programmes'.

Applicability:

② These rules shall apply to full time faculty of the University:

- Who are appointed on regular basis
- Who are appointed on Contract basis/ Co-terminus with course and have completed two years of service
- Who are on deputation to the University

3. These rules shall not apply to

- Who are not employed on full time basis

Admissibility:

4. The eligible faculty members may be allowed to attend seminar/conferences/workshops etc. and may be paid T.A. and delegation fee according to the entitlement, if the same has not been allowed by the hosting institution/ organization. However, travel by own car/taxi may not be allowed.

⑤ Only those teachers whose papers have been accepted for reading in the conference or who are the office bearers of the Organization/Society/Association which organizes conference/ seminar/ workshop may be allowed.

6. The faculty members desirous of attending conference/ seminar/ workshop must assess its relevance before sending the paper. They must intimate their respective Chairman about title of topic of conference/seminar/workshop, date, duration, place and title of the paper. The Department will ascertain whether proposed conference/seminar/workshop is of high repute and worth the

participation. The chairman of the faculty member will ascertain that such type of conference/seminar/workshop would not adversely affect the academic schedule of his/her department and will not impede normal working of his/her department.

7. Such permission for attending the conference/seminar/workshop may be granted subject to the availability of funds.

8. University teachers when allowed T.A./D.A. to attend the conference etc. may be treated on duty leave.

9. Every application for attending the conference etc. must reach the office of Registrar at least fifteen days before the date of journey duly recommended by the Chairperson of the department.

10. Foreign tours for this purpose may be allowed by the Executive Council of the University and subsequently approval of paper presentation, tour approval, tentative budget approval and advance sanction shall be accorded by the Hon'ble Vice-Chancellor.

11. Approval letters along with travel bills and detailed report to be submitted to the office of Registrar through their respective Deans. A certificate of report of attendance and paper presentation will need to be recorded on T.A. bill. The office of Registrar shall send the certified T.A. bill to the Accounts section for further processing.

12. Teachers may be allowed to attend the International Conference/Seminar/Workshop abroad only once in three years.

13. They may be allowed to attend only two National or International Conferences/Seminars/Workshops in India in an academic year. However, if any faculty member wants to attend third conference without claiming T.A./D.A, delegation fee etc., the chairperson may recommend his/ her case after ascertaining that it would not adversely affect the schedule and normal working of the department. In such cases, duty leave for one day may be allowed for paper presentation only.

14. University teachers may be allowed to attend only one Orientation Programme (Generally of four week duration) once in four or five years as per his/her eligibility for next higher pay scale according UGC/AICTE requirements for API scores.

✓ 15. University teachers may be allowed to attend Short Term Courses (STCs)/Faculty Development programmes (FDPs)/Summer School Programmes/Winter School Programmes of maximum thirty days duration in an academic year. It is further emphasized that teachers should be allowed to attend these programmes only in summer or winter vacations. However, in case of emergency, they may be allowed for maximum six days duration programmes in working days during an academic year.

Payment:

16. The payment for attending Conference/Seminar/Workshop may be made as per the following criteria:

- **For attending the International Conference/Seminar/Workshop abroad:** Assistance will be granted for travel expenses only @50% of the air fare by economy class, out of un-assigned grant and delegation fee not exceeding Rs. 10000 /- to be paid out of university funds. In case, a teacher does not ask for travel grant/ delegation fee/ registration fee, a lump-sum amount, not exceeding Rs. 15000 /- in cash may be granted subject to availability of funds.
- ✓ • **For attending the National Conference/Seminar/Workshop in India:** Travel grant 100 % by entitled class and full delegation fee may be granted. The daily allowance may be paid for attending the Conference/Seminar/Workshop. Nevertheless, the faculty member must adjust his examination duty (if any) before proceeding to attend the conference.

- 5 -
- In case the funding for any of these conference / Workshop/ STC/ FDP etc. is obtained form UGC/ AICTE etc., the funds received from the University to be deposited back in the University.

Financial Regulator:

17. For this purpose, a lump-sum amount of Rs. 100000/- was decided in Academic Council/ Executive Council, for each teacher of the University for three years duration, It may include all the expenses (Travel expenses, delegation fee/ course fee etc.) incurred/spent on the teacher by the University in three years duration for attending all type of programmes. Teachers may be allowed to attend various types of programmes. Until the upper limit of their allotted amount is not crossed.