



**POLICY FOR FINANCIAL ASSISTANCE TO ATTEND  
CONFERENCE/SEMINAR/SYMPOSIA/WORKSHOP/ETC.**

**Preamble**

To enhance the quality of education and foster the continuous growth of the University, a policy has been formulated to provide financial support to the faculty members to attend national/international conferences/seminars/symposia/workshops/etc., organized by Institutes of national repute, Universities, and other Professional Bodies., to encourage and facilitate their professional growth, thereby fostering a culture of excellence, innovation, and expertise within our academic community.

**Objectives**

- a) To encourage teaching staff to stay abreast of the latest advancements in pedagogy, curriculum design, technology, and research and gain new insights, techniques, and strategies to be followed in their classrooms.
- b) To develop valuable networking opportunities by attending professional development programs by reputable bodies. These connections can lead to collaboration with peers, sharing of best practices, and exposure to diverse perspectives, all of which enrich the educational environment.
- c) To engage in research and innovation by attending conferences, seminars, and symposia, fostering a spirit of inquiry and exploration that can lead to the development of new teaching methods and solutions through educational challenge programmes.
- d) To recognize and support our teachers' dedication to their growth and reinforce their commitment to the University and its mission, fostering a sense of value and recognition for their hard work.
- e) To ensure alignment with the quality standards of different accreditation bodies by gaining insights through valuable interactions of such programmes.

### **Eligibility for Financial Assistance**

The faculty member is eligible for financial assistance to attend Conferences/Seminars/Workshops subject to fulfillment of the following conditions:

- a) The candidate must be a regular faculty member of the University and should have completed the probation period.
- b) The level and conduct of the programme should be international/national/professional and capable of enhancing skills, adding to the professional accomplishment of the attending faculty member.
- c) Financial assistance will be provided in the following order of preference to the faculty members.
  - (i) delivering keynote addresses or plenary lectures
  - (ii) invited to chair a session
  - (iii) contributing a paper
  - (iv) invited under the International Collaboration Exchange Programs
- d) No financial assistance will be provided for merely attending a programme.
- e) On the specified days of the programme, 80% of the department's faculty should be on duty.

### **Policy and Guidelines**

- a) Financial assistance shall be provided for presenting papers at academic conferences/seminars/symposia/workshops or for attending academic training programs.
- b) The applications received under this policy shall be considered on first-cum-first-serve basis in each financial year by a Standing Committee constituted by the University for this purpose. Application for availing of the assistance shall be sent to the Dean Academics in the prescribed format through the Dean of the Faculty concerned, along with the following documents:
  - (i) One copy of the full text of documents or papers prepared for presentation at the conference/seminar/symposia/workshop should be submitted.
  - (ii) A brief detail of the organizers, the title of the programme, place, and duration of the programme, etc. is required.

- (iii) A copy of the letter from the organizers of the conference/seminar/symposia/workshop accepting the paper for presentation, or invitation to chair a plenary session, etc. is required.
- c) The financial assistance will be available once a year to the faculty member.
- d) The registration fee amount paid for the conference/seminar/symposia/workshop will be reimbursed as actual, upon submission of the original fee receipt.
- e) No Daily Allowance (DA) will be admissible.
- f) For availing financial assistance under this policy, the faculty member must have at least three research papers published in SCOPUS-listed journals with the University affiliation in the preceding three years. In the disciplines where SCOPUS-listed journals are not available, the Standing Committee may consider and recommend the applications based on individual cases.
- g) An application for a travel grant may be sent through the Dean at least one month before the date of the programme. Traveling Allowance (TA) as per University Rules will be admissible, on the following conditions.
  - (i) Financial assistance for local travel within India is permissible as per entitlement once a year, subject to a maximum amount of Rs. 5000/-.
  - (ii) Financial assistance for international travel, to a faculty member will be available once in 3 years. The University will meet the admissible expenditure on the recommendation of the committee approved by the competent authority.
  - (iii) Post Facto applications, i.e. applications after undertaking the travel, shall not be entertained.
  - (iv) Faculty members availing the benefits of this policy should travel by the shortest route and by the economy class.
- h) The certificate of participation, paper presentation, chairing plenary session(s), and reports shall be submitted.

#### **Financial Assistance Utilization Procedure**

- a) The sanctioned amount shall be released as an advance to the applicant in the same financial year in which it is sanctioned.

- b) The applicant having availed the financial assistance will have to submit a detailed report within 15 days of returning from the programme to the Vice-Chancellor through the Dean concerned, with a copy to the IQAC.
- c) The applicant should also submit the Utilization Certificate of the financial assistance availed.
- d) The unutilized amount shall be deposited to the University within 15 days from the date of return.

### **Discipline and Code of Conduct**

The faculty members availing financial assistance under this policy shall adhere to the code of conduct as applicable to them. In case of failure, disciplinary action shall be taken as per University rules.

### **Removal of Difficulty**

In case of any difficulty that may arise in the implementation of these guidelines in providing financial assistance, the decision of the competent authority shall be final and binding.