



# Central University of Gujarat

## Gandhinagar- 382030

### **GUIDELINES FOR THE SCHEME OF TRAVEL GRANT TO THE UNIVERSITY EMPLOYEES FOR PARTICIPATION IN CONFERENCES / SEMINARS / SYMPOSIA ETC. WITHIN THE COUNTRY AND ABROAD**

#### **(A) INTRODUCTION**

The Central University of Gujarat recognizes the importance of participation by its employees in conferences / seminars / symposia etc. which are held within and outside the country. The University also acknowledges that participation in such conferences/seminars etc. provides a significant opportunity to present the findings scholarly research before the national/global audience. Further, such participation also gives them opportunities to acquaint themselves with the latest developments in their fields of professional interest and to exchange experiences and ideas with professional and scholars working in various institutions. This helps the participants in enriching their professional development.

With the above objectives and in line with the UGC guidelines and directives, the university has prepared these guidelines which would facilitate and regulate the participation of its eligible employees of university in conferences / seminars / symposia, etc., both within and outside the country through partial financial assistance within the framework of stipulations contained herein and as amended from time to time.

#### **(B) ELIGIBILITY and APPLICABILITY**

(i) All the permanent teaching staff and Group 'A' officers amongst non-teaching staff of the university will be eligible for financial assistance for the travel grant subject to the availability of funds, recommendations of university's Standing Committee, constituted in this regard, and their approval by Hon'ble Vice Chancellor of the university. Preference for award, subject to the fulfillment of other conditions, will be given in the following order to,

1. Those delivering Keynote Address
2. Those delivering Plenary Talks
3. Those invited to Chair a Session
4. Those presenting a Research Paper or Poster Presentation

(ii) Employees of the university, except the principal executive and academic officer of the university, due to retire within two years from the date of the concerned conferences / seminars / symposia, etc. will not be eligible for this award.

(iii) Employees of the university deputed to visit other institutions in India or abroad for administrative or other purposes like training, international collaboration, faculty exchange programme etc., will not be covered by these guidelines.

**(C) PATTERN OF ASSISTANCE**

**I. For Conferences / Seminars etc. requiring travel within India**

(i) Travel Grant for participation in Conferences/ Seminars/ Symposia etc. within India will be provided to eligible employees of university once in an academic year subject to formalities and approvals prescribed in this regard. The grant would cover,

(a) Cost of travel to the place of Conference and back (AC 2/AC 1 Tier Train Fare/Air Fare) up to the maximum of Rs. 10,000 -/.

(b) Registration Fee/Delegate Fee + Accommodation Charges + Local Travel etc. to the maximum of Rs.10,000/-

(ii) In the case where the organizers of the Conference meet boarding, lodging and travel cost, the amount so given as advance by the university shall be refunded upon return. Otherwise, the beneficiary will have to submit self-certification in the prescribed pro forma at the time of settlement of claims that no boarding, lodging, travel cost and any other hospitality either in part or in full have been provided by the organizer(s), any other funding agencies or any other sources.

(iii) Journey to the venue of conference etc. shall be performed as per the Govt. of India rules in force at the time of travel.

(iv) Admissible rail / bus / taxi / air fare will also be paid for to-and-fro travel between Residence/ (University) Headquarters and the nearest airport from which trains depart/national flights take off.

**II For Conferences / Seminars etc. requiring foreign travel**

(i) Travel Grant for the purpose of participation in conference abroad will be provided to eligible employees of university once in three consecutive academic years (i.e. employee availing it in AY 2018-19 will be eligible to apply for it in AY 2021-22), to the extent of 50% of total expenditure incurred as per (a) to (d) below, subject to formalities and approvals prescribed in this regard. However, in deserving cases and subject to the availability of funds, this condition will be waived by the competent authority. The grant would cover:

(a) Cost of economy class air travel as per the Govt. of India rules in force at the time of travel.

(b) Daily allowance/maintenance allowance (per diem) for Conferences abroad as per the Govt. of India rates. The per diem will cover expenditure on boarding, lodging, incidental expenses and internal travel within the country visited and India. Per diem will be paid for actual days of the event and for two days each prior to and after the event.

- (c) Registration Fee/Delegate Fee paid by the participant (i.e. 50% of the maximum of \$ 500/or less, as applicable.)
  - (d) Admissible rail/ bus/ air fare for to-and-fro travel between Residence/ (University) Headquarters and the nearest airport from which international flights take off and actual Visa fee.
- (ii) The employee should raise the remaining 50% of the total expenditure from other funding agencies/resources or from his/her own pocket.
  - (iii) The cap on funding aims at enhancing the number of beneficiaries in a particular Academic Year against limited fund available under this head.
  - (iv) In case where the organizers of the conference/seminar etc. meet boarding, lodging and local travel expense, per diem reimbursement will not be applicable. Otherwise, the beneficiary will have to submit a Certificate from the organizers that no boarding, lodging, travel cost and any other hospitality either in part or in full have been provided by the organizer(s).

**(D) CONDITIONS**

- (i) To avail Travel Grant for participation in a national conference/ seminar etc. the applicant must be a confirmed employee of the University. For participation in a conference/ seminar etc., abroad, the employee concerned must have rendered at least two years of service as a regular, permanent employee in the University.
- (ii) Teaching staff of the university availing Travel Grant to participate in conference/seminars etc. will have to use their Duty Leave (DL) for the sanctioned days of absence in the university. In case of Group 'A' officers, EL/CL will be utilized.
- (iii) If the paper/poster has been prepared by two or more persons, only one of them will be allowed Travel Grant for presenting it in the conference / seminar etc., subject to the No Objection Certificate (NOC) given by the other author(s).

**(E) PROCEDURE**

- (i) Applicants who wish to avail of Travel Grant from the University should apply at least one month and three months in advance of the date of the conference/seminar etc. in India and conference/seminar etc. abroad respectively.
- (ii) In the case of an exigency beyond the control of the employee concerned, the period of one month and three months for conferences/seminar etc. in India and abroad respectively may be relaxed with the approval of the competent authority.
- (iii) Every application for a Travel Grant under this scheme should be made in the prescribed form and be accompanied by the following documents.

- (a) 2 copies of the full paper/poster/key note address/plenary talk etc. to be presented at the Conference/ Seminar/Symposia etc.
- (b) Details of the conference or copy of the conference brochure at which the key-note address/ plenary talk/ paper/ poster etc. is to be presented.
- (c) A copy of the letter from the organizers of the Conference accepting the paper/ poster for presentation or inviting for the key-note address/ plenary talk/chairing a session.
- (iv) Applications, complete in all respects, for conference/seminar etc. within the country will be processed directly by the Academic Section for approval of competent authority.
- (v) Applications, complete in all respects, for conference/seminar etc. abroad will be scrutinized by the Standing Committee (SC) constituted by competent authority in this regard. The SC shall consider each application on various criteria like quality and originality of research, its current and (inter)disciplinary relevance etc. The Committee may invite expert/expert opinion, if it feels so, in order to take a considered decision with regard to a particular application.
- (vi) Along with the merit of the application, the SC will also consider the representations from various Schools on equitable basis, level of the program and standing of the institution organizing the event in order to steer clear of organizers and events of dubious and non-academic nature.
- (vii) After proper scrutiny, the SC will make recommendations to the competent authority regarding the merit of the application and its suitability for financial assistance or otherwise.
- (viii) After approval of competent authority, the decision of the university will be formally conveyed to applicants.
- (ix) Every employee who avails Travel Grant under this scheme shall have to submit a brief report to the Academic Section positively within one month after the event outlining the academic presentation/deliberation, research and institutional collaborations that can potentially materialize from it. A copy of the certificate of participation from the conference secretary/convener etc. should also be enclosed.
- (x) All papers/ posters to be presented in Conferences in India/abroad using grants from the University should acknowledge this fact in the papers / posters / publications concerned.

**(F) BUDGET ALLOCATIONS**

- (i) The University will earmark a specific allocation from its budget to finance this scheme every year, strictly in accordance with the directives and sanction by

UGC in this regard.

- (ii) The budget under the scheme will be bifurcated for conferences in India and for conferences/seminar etc. abroad. As far as possible, half the amount earmarked for the conferences/seminar etc. abroad would be utilized for summer conferences (April-September) and the balance for winter conferences (October-March).

**(G) OTHER CONDITIONS**

- (i) Any of the above conditions will be relaxed in deserving cases by competent authority, subject to the availability of earmarked funds.