

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE

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PART-ONE

Thursday, the 5th December, 2013

Rule No. 7/2013

Date : 05/12/13

Interim Rules for Travel Grant to Teachers/ Research Scholars/ Registrar, Librarian, Director, Physical Education of the Sant Gadge Baba Amravati University to attend academic conferences/ seminars/ symposia/ workshops/ training programmes within India

1. Introduction

These Rules are for providing financial assistance to Teachers/ Research Scholars/ Registrar, Librarian, Director, Physical Education of the Sant Gadge Baba Amravati University to attend academic conferences/ seminars/ symposia/ workshops/ training programmes within India under the UGC Scheme of Travel Grant. The guidelines framed by the University Grants Commission (UGC) in this respect from time to time shall be applicable.

For this the financial assistance will be provided by the UGC to the University on the basis of faculty strength.

2. Objectives

- a. To enable the Teachers/ Research Scholars/ Registrar, Librarian, Director of Physical Education to present their research paper(s) in the conferences/seminars held in India
- b. To provide for Support to Teachers/ Research Scholars/ Registrar, Librarian, Director of Physical Education to attend academic conferences/ seminars/ symposia/ workshops/ training programmes within India.

3. Definitions

- a. Teachers – means permanent full time teachers in the University Teaching Departments appointed as a Professor/Reader/Lecturer.
- b. University – means Sant Gadge Baba Amravati University.
- c. Research Scholars – means regular full time research students in the University Departments and who are registered for Ph.D. under the supervision of the registered supervisor from University Departments.
- d. Person(s) – means Teachers/ Research Scholars/ Registrar, Librarian, Director of Physical Education.
- e. BCUD – means Board of College and University Development, Sant Gadge Baba Amravati University, Amravati.

4. Pattern of Assistance

The financial assistance will be provided for TA/DA as per University rules and Registration Fee at actual Or Rs.10, 000/- whichever is less, to the teachers, research scholars, etc. mentioned above under this item. The remaining expenses are to be met by the concerned persons from other sources or at their own. The teachers, scholars, etc. mentioned above be permitted to avail of this facility once in six months.

5. Procedure to Apply for Assistance

- a. The concerned person(s) shall submit an application in the proforma as per Annexure-I.
- b. The application shall be submitted by the concerned person(s) through proper channel within 60 days before the date of the commencement of the programme.
- c. The application should be sent to the Director, Board of College and University Development, Sant Gadge Baba Amravati University, Amravati in the prescribed application form alongwith all necessary enclosures with the following documents.
 - i) A copy of the full text of document/paper prepared by the concerned person(s) for presentation at the conference/seminar, etc.
 - ii) A copy of the letter of invitation from the organizers of the conference/seminar, etc. accepting the paper for presentation, etc..
- d. Incomplete applications will not be considered and no correspondence will be entertained in this regard. The submission of a proposal does not automatically mean that it has the approval of the University. If the paper is co-authored, then a no-objection certificate(s) from the Co-author(s) may be attached with the application. In case of two or more applications for the same paper(s), only one application will be considered and priority will be given to the first author.

6. Selection Criteria

- a. The applicant must be active in research and / or must demonstrate innovative work in the area of responsibility with good academic record.
- b. The Rules are operative for conferences/seminars/ symposia/workshops /training programmes within India only. The proposal for attending any Convention, etc. either within or outside the country shall not be considered under this scheme.
- c. Application submitted in previous year will not be considered in current financial year.
- d. Subject/title for conference shall be relevant.
- e. Invited institution shall be of excellent category.
- f. Financial assistance may be provided in the following order of preference-
 - i. Person(s) delivering key-note addresses/plenary lectures.
 - ii. Those invited to Chair a session.
 - iii. Those invited under International Collaboration Exchange Programmes.
 - iv. Those invited to give Symposia/ talks/ invited lectures or invited to discuss arts.
 - v. Those contributing a paper.
- g. Inviting agency is not providing any type of financial assistance to the participants.
- h. The application shall be considered on availability of the fund.

7. General Conditions

- a. After attending the conference/seminar, etc. {as per mentioned in clause No.6(f)} is over the applicant must submit the following information to the Director, BCUD within 15 days.

- i. A brief report on the participation in the conference/seminar, etc.
 - ii. A brief report of any other scientific and technical activities undertaken during the visit.
 - iii. Certificate of attendance issued by the organizer.
 - iv. Presentation shall be made by the concerned person in the department with a view to share his experience and knowledge gained with his colleagues and students. The concerned person(s) shall have to submit a brief report to the Hon'ble Vice-Chancellor.
 - v. Feedback form as per Annexure-I (A).
 - vi. Statement of expenditure as per Annexure-I (B).
- b. Applicants are required to apply only in the application format provided; proposals received on any other format shall not be entertained.
 - c. The applicant should plan and travel by shortest route.
 - d. In case an application of a candidate for a particular event (for a particular date as well as a particular venue) is rejected, the same shall not be considered again and no correspondence in this regard shall be entertained by the University.
 - e. Applications should be properly bound to avoid any loss of document/paper. The University shall not be responsible for loss of any documents.
 - f. The grant offered/sanctioned to attend a specific conference/seminar/etc., can not in any case, be utilized for the purposes of Travel to attend any other Conference/Seminar/etc.
 - g. The Hon'ble Vice-Chancellor shall be the authority for granting financial assistance.
 - h. The teacher shall be entitled to duty leave as per University rules and concerned person shall have to submit the leave application form to the Establishment Section for sanctioning of the duty leave through proper channel.
 - i. The University reserves the right to accept or reject the proposal.
 - j. Research Scholar shall not be employed anywhere.
 - k. In case Research Scholar is carrying research in the department, then Guide for the Research Scholar shall not be the person from affiliated Colleges or Other Institutions or Retired from the University Departments.
 - l. In case Research Scholar is availing the facility in the department and has abandoned or left the Guide, then the Research Scholar shall not be entitled to avail this facility.

8. Procedure for Approval of the Proposal

The proposal(s) be submitted in the prescribed proforma. The office will submit the proposal(s) so received from concerned person(s) to the Hon'ble Vice-Chancellor for sanction of the financial assistance and decision of the Hon'ble Vice-Chancellor shall be final.

Rules No.19/2010 regarding "Granting Financial Assistance from University fund to Affiliated Colleges of the Sant Gadge Baba Amravati University" for attending International Conference abroad published earlier in the University Gazette Part One dated 30.9.2010 shall stand repealed.

Director,
Board of College and University Development,
Sant Gadge Baba Amravati University,
Amravati

Annexure-I

Application for getting financial assistance for Travel Grant to Teachers/ Research Scholars/ Registrar and equivalent position, Librarians, Physical Education Directors to attend academic conferences/ seminars/ symposia/ workshops/ training programmes within India

1. Details about the applicant

1.	Name	
2.	Date of Birth (Age)	
3.	Sex (Male/Female)	
4.	Category Open/SC/ST/VJNT/OBC	
5.	Name of the Department	
6.	Designation	
7.	Date of appointment	
8.	Date of Superannuating	
9.	Basic Pay	
10.	Nature of Appointment (Whether Regular Full time/Temporary)	
11.	Official address with pin code Telephone ----- (M) ----- (O) ----- (R) E-mail:	
12.	Residential address with pin code	
13.	Main Subject and Field of Specialization	
14.	Research Projects Coordinated and the name of the sponsoring body (attach Proof)	
	S.No.	Name of the Project
		Sponsoring Authority (UGC/AICTE, etc.)
		Amount
		Status
15.	Doctoral (Ph.D.) candidates guide.	
	a) Total Number of students guide	
	b) Number of Doctoral thesis during the last five years	
16.	(For Research Scholars only)	
	a) Name of the Ph.D. Guide	
	b) Name of the Department under the supervision of the Ph.D. work.	
	c) Registration Year	
17.	Any other relevant information	

B. CONFERENCE/SEMINAR/SYMPOSIA/WORKSHOP/TRAINING PROGRAMMES DETAILS

18.	Name/title of conference/seminar,etc. to be attended	
19.	Level of Conference/ Seminar,etc. (State/National/International)	
20.	Name of the organizers with complete address	
21.	Name of the city where the conference/ seminar,etc. will be held	City ----- Tal. ----- Distt. ----- State -----
22.	Duration of the programme (date, month and year)	From ----- to ----- Total Days -----
23.	Scope and Area to covered.	
24.	Whether you have received the letter of invitation from Organizers, if yes, give details (Xerox copy be attached)	
25.	The role of the applicant in the conference/seminar,etc. (a) Presiding/Chairing a Session (if yes, attach documentary evidence) (b) Delivering a plenary lecture/invited talk (attach documentary evidence alongwith a copy of the full next of the lecture/ talk) (c) Presenting a paper (please attach full paper)	
26.	Whether the paper has been accepted for presentation? (Attach documentary evidence and a copy of the full paper to be presented in the conference, etc.)	
27.	Number of papers to be presented	
28.	Title of the paper to be presented	
29.	Indicate the mode of presentation (attach documentary evidence) oral/poster/both.	

30.	Nature of the paper [Single(S)/Co-authored(C)]				
31.	Indicate whether the paper has been co-authored. In case it is co-authored, give names of the authors along with their addresses.				
32.	Whether 'no-objection' certificate(s) from the co-author(s) have been enclosed? (Attach photocopy of the certificate(s).				
33.	Indicate the complete travel plan from the proposed date and time of departure from the place of working to the conference/seminar,etc and back.				
	Date	Time	From	To	Mode
34.	Do the conference authorities send the paper for review before accepting it?				
35.	Indicate the amount to be paid to the organizers as registration fee. (Copy of the Registration Form to be enclosed)				
36.	Details of estimated cost for travel, etc. with head wise/ item wise.	Sr. No.	Item/Head		Amount
		1.	TA		
		2.	DA		
		3.	Registration fee		
		Total			
37.	Details of Financial Assistance requested from the University as per Rules.				
	Head	Total Estimated Cost Rs.	Assistance provided by other agency (attach documentary evidence)		Assistance requested from University Under the scheme
			Requested	Sanctioned	
	(1)Registration Fee				
	(2)TA				
	(3) DA for ----- days				
	Total is Rs.				

38.	Particulars of financial assistance acquired / being acquired from other funding agencies. (attach documentary evidence)								
	Funding Agency (Parent Institute / UGC/DST/ AICTE/others)	Air Fare		Registration Fee		Per Diem & Others		Total	
		Requested	Sanctioned	Requested	Sanctioned	Requested	Sanctioned	Requested	Sanctioned
39.	Has the applicant availed the financial assistance from the Sant Gadge Baba Amravati University for attending conference/seminar, etc. in last six months before the date of the present conference/seminar, etc.? (a) If 'YES' give the details in the following table:								
	Name of the Conference, etc. attended	Level	Place and dates of Conference, etc.			Financial Assistance availed (in Rs.)	University sanction letter No. with date		
40.	Proposed date of joining the duty in the department after the conference, etc. is over.								
41.	Any other information the applicant would like to give in support of the case.								

I certify that,

- a) The details given above are correct.
- b) I have not availed the grant from University during the last six months.
- c) If the information supplied is found to be incorrect later, I shall re-imburse the entire amount to the Sant Gadge Baba Amravati University.
- d) The amount received will be used for the purpose for which it is requested.
- e) I have not availed the financial assistance for this purpose from UGC or from any other agency.
- f) In case financial assistance is received from the organizers or any other agency, I shall pay back the amount granted by the University.
- g) I shall abide by the decision of the University.
- h) I shall abide by the terms and conditions governing the scheme in case assistance is provided to me from the University for the above purpose.
- i) I shall abide by the decision of the University.

Encl :-----

Place :-----

Date :-----

Signature of the applicant-----

(Name:-)

Recommendations of HOD

a) Application is recommended taking into consideration the internal seniority in the department and by granting fair opportunity to the teachers in the department. The faculty strength in the department is and no person(s) are deputed during the period from the department for this academic year.

b) Not recommended due to the reason that

Amravati
Date :-

Signature and Stamp of HOD

Recommendation of the Guide for Research Scholar

a) The details given by the applicant are correct and application is recommended.

b) The applicant is a Research Scholar in the Department of The applicant is under my supervision/guidance.

c) The applicant has taken my permission.

d) Not recommended due to the reason that

Signature of the Guide-----
Name in Block letters/Designation/Department

Recommendation cum sanction

The above application has been scrutinized and found the same is as per approved policy, hence recommended to accord permission to attend the said conferences/ seminars/ symposia/ workshops/ training programmes within India.

The tentative expenditure of Rs..... should be sanctioned for the above said programme under the UGC Scheme of Travel Grant.

This is the first programme of the application during six month and it has been entered on Sr. No..... at Page No..... of the Section Register.

Dy.Registrar(Devp)

Director-BCUD
Registrar
Hon'ble Vice-Chancellor

Annexure-I(A)

Feed Back Form

1. University approval letter No. and date :-
2. Name of the Beneficiary and Designation:-
3. Name of the Department :-
4. Title of the Conference/Seminar,etc. :-
5. Date From ----- to -----
6. Venue City-----,Dist. ----- State -----
7. Title of the paper presented :-
8. Travel Plan :-

Sr. No.	Date	Place		Mode of Travel	Fare Paid/claimed	Remarks, if any
		From	To			
Total						

9. Details of expenditure incurred :-

Head	Actual expenditure incurred	Assistance provided by any other agency		Amount claimed/paid from University	Remarks
		Agency	Amount		
TA					
DA					
Registration Fee					

10. Briefly mention the usefulness and benefiting due to participation in the Conference/Seminar,etc. with respect to :

- i. Participant
- ii. Institute
- iii. Any other

Name and Signature of Beneficiary

Annexure-I(B)

Statement of Expenditure for Travel Grant under Plan General Development
During the year.....

Travel grant to the Teachers/Research Scholars/Registrar, Librarian, Director, Physical Education to attend academic conferences/seminars/ Symposia/Workshops/Training Programme within India

Name and Designation	Department	Name of conference, etc. attended with dates/duration	Expenditure Incurred	Amount paid out of Travel grant	Source for the balance, if any.
1.	2.	3.	4.	5.	6.

It is certified that an expenditure of Rs..... under the scheme of Travel Grant has been incurred during the year as per details given above in accordance with the guidelines laid down by the UGC and that all the terms and conditions of the grant have been fulfilled. If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund or adjust the objected amount.

Name and Signature of Beneficiary