

## TO SUBSTITUTE ONE BEARING THE SAME NUMBER AND DATE

**Guidelines for seeking Financial Assistance by the University teachers for attending National/ International Seminar/ Symposia/ Conference within India and Abroad and workshop/Short Term Training Programme within India only, effective from the financial year 2014-15.**

Following guidelines shall be observed/ enforced in order to ensure benefit to maximum number of eligible teachers and proper utilization of grant under the head of account "Travel Grant" provided by the UGC as part of the Five Year Development Grant.

### 1. Eligibility criteria for seeking Financial Assistance:-

- a) A teacher of this university having minimum one year of permanent service or at least three years regular service as temporary teacher are eligible for seeking financial assistance under this scheme.
- b) The Level of Programme and the standing of the Institution where event to be held should be truly National/International as the case may be and should lead to enhancing of Skills or adding to the professional accomplishment of the Faculty Member.

### 2. Mode and Schedule of Application:-

- \* { a) Financial assistance shall be provided in four different blocks in a year. Eligible candidates are required to submit application on the prescribed pro forma available with the office of the Registrar (Academic Section) as well as AMU website [www.amu.ac.in](http://www.amu.ac.in) not later than the last date as specified in the following manner. The application must be routed through the concerned, Chairman and the Dean.

Block No. and duration	Last date of submission of application
1 <sup>st</sup> Block (1 <sup>st</sup> April to 30 <sup>th</sup> June )	15 <sup>th</sup> March
2 <sup>nd</sup> Block (1 <sup>st</sup> July to 30 <sup>th</sup> September)	15 <sup>th</sup> June
3 <sup>rd</sup> Block (1 <sup>st</sup> October to 31 <sup>st</sup> December)	15 <sup>th</sup> September
4 <sup>th</sup> Block (1 <sup>st</sup> January to 31 <sup>st</sup> March)	15 <sup>th</sup> December

- b) Application incomplete in any respect and /or received after the last date shall be summarily rejected and no further correspondence in this regard shall be entertained.

\* Changes have been approved by the Vice-Chancellor on the recommendation of the Academic Council in its meeting held on 04.01.2018 to be effective from 01.04.2018

### 3. Process of selection

- a) All the applications received in the academic section after scrutiny shall be put up to a committee, appointed/constituted by the Vice-chancellor for recommending the eligible cases for sanction of the Financial Assistance.
- b) The recommendations so made shall be approved by the competent authority and the recipients of the financial assistance shall be informed accordingly.

- \* { c) Financial Assistance would be provided in the following mode in all equal manners (No order of preference):
  - i. Teachers delivering a key note address
  - ii. Those contributing a paper (oral presentation of paper)
  - iii. Those invited to chair a session
  - iv. Those invited to deliver symposia talk/invited lecture.

- d) Financial Assistance to participate in the workshop/short term training programme would be limited to within India only. No financial assistance would be provided to attend workshop/short term training programme held abroad.

(Note: Workshops and/or training programme should not be more than one week duration)

### 4. Quantum of financial assistance and its periodicity.

- a) Financial Assistance to a teacher for participating in Conference/ Seminar/ Symposium to be held abroad and within India shall be provided as under:-

(I) **FOR ABROAD**  
Once in three years

(II) **WITHIN INDIA**  
Once in a year

- b) Financial Assistance to a teacher for attending workshop within India shall be provided only once in a year.
- c) Financial Assistance to a teacher for attending short term course within India shall be provided once in three years only when the course is essentially required for upgrading the subject knowledge/ technique that is part of teaching curriculum or specialized training to enhance functional knowledge of an upgraded equipment facility.

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- d) Those teachers, who are not granted Financial Assistance prior to their proceeding to attend the Conference/ Seminar/ Symposia etc. due to Non-availability of grant in a particular financial year block, would not be entitled for re-imburement/claim after return from the Journey. There will be no carry forward of liability.
- e) Those who wish to attend Conference/ Seminar/ Symposia etc. either at their own expenses or sponsored by any other agency shall submit their application on the prescribed proforma for obtaining approval to attend the event and to be treated as on duty.
- f) Such teachers as specified in clause 4 (c) may also be entitled to avail financial assistance to attend another Seminar/ Conference/ Symposia etc. as per 4 (I) and (II) above.
- g) Ordinarily, financial assistance shall be provided to the selected Faculty members to meet the following expenditure with respect to participation in Conference/ Seminar / Symposium.

However, in order to facilitate more candidates to participate, the university may decide the quantum of financial assistance to be provided and the decision of the competent authority shall be final in this regard.

S.N	Participation in the events to held abroad	Participation in the events to held within India
1	To and Fro Airfare (Economy class) by Air India only	To and Fro travel expenses between Aligarh and the venue of the event by road/rail/Air as per the entitlement
2	Airport Tax, if any	Not applicable
3	Visa fee, if any	Not applicable
4	Registration fee <sub>₹</sub>	Registration fee up to a maximum of Rs 10,000
5	To and Fro travel expenses by rail / road between Aligarh and Delhi Airport as per university rules.	To and Fro travel expenses by rail / road between Aligarh and Delhi Airport including AMU Centres as per university rules. If journey is to be performed by Air.
6	Daily allowance & accommodation charges as per entitlement.	Dearness Allowance as per the entitlement.
7	Quantum of financial assistance on actual basis with respect to S. No. 1,2,3&4	Quantum of financial assistance on actual basis wherever applicable.

\* Changes have been approved by the Vice-Chancellor on the recommendation of the Academic Council in its meeting held on 04.01.2018 to be effective from 01.04.2018

- h) Financial assistance shall be provided to the selected Faculty members to meet the to and fro travel expenses only with respect to participation in workshop/short term training programme. No DA or subsistence allowance and workshop/course fee or any other fee/charges shall be provided.
- i) As per UGC guidelines the University may meet a percentage of admissible expenditure mentioned for travel Visa Fee, Air Fare & Registration charges & Traveling allowance to and fro from Aligarh-Delhi Airport and back.
- j) The applicant will have to bear the balance of expenses or difference, if any due to enhancement of such charges at the time of journey/ commencement of event from his own / or from any other resources.

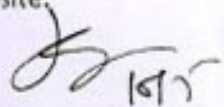
#### 5. Allocation of Grant.

Following shall be the allocation of grant under the head of account "Travel Grant".

- (i) 70% of the total grant shall be made available for participation in the Conference /Seminars/Symposia etc. to be held abroad.
- (ii) 30% of the total grant shall be made available for participation in the Conference /Seminars/Symposia etc. to be held Within India.

However the above allocation may be changed by the competent authority depending upon the number of applications received in different categories.

The above guidelines have been approved by the Vice-Chancellor, in exercise of the powers vested in him under section 19(3) of the AMU Act, 1920 (as amended upto date), on behalf of the Academic Councils and the Executive Council. These guidelines are also available on AMU website [www.amu.ac.in](http://www.amu.ac.in). Application form can be downloaded by login in the above website.

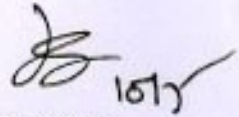
  
(Prof. Javaid Akhter)  
Registrar

No.Acad./D-2195/AA

Dated: 01.01.2014

Copy to:

1. All Deans of the Faculties/ Dean Students' Welfare
2. All Chairmen of Department of Studies
3. All Principals of the Colleges/ Polytechnic
4. All Directors of the Centres
5. Coordinator, Interdisciplinary Biotechnology Unit
6. Coordinator, Centre of Prof. Courses/ B.E. Evening Course
7. University Librarian, Maulana Azad Library
8. OSD (Development)
9. Joint Registrar (Development/ Council) *to report in AC.*
10. Assistant Registrar, Vice-Chancellor's/ Pro Vice-Chancellor's Secretariat
11. Sr. P.A. to Registrar/ P.S. to Finance Officer
12. Guard file

  
1017  
Registrar