



हरियाणा केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123029

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

No: CUH/2022/Estt.Sec/T/...219...

Date. 09.03.2022

अधिसूचना/Notification

With the approval of the Competent Authority, the guidelines have been notified for seeking financial assistance by the Teachers of the University for Attending National/ International Seminar/ Symposia/ Conferences within India and abroad and Membership of Professional Bodies.

Guidclincs and application forms for the same are attached at Annexure-I, Annexure-II & Annexure-III.


In-Charge (Estt.)

Copy of above is forwarded to the following for information and necessary action:-

1. All Deans/ HoDs/ TICs/ Administrative Heads, Central University of Haryana, Mahendergarh.
2. Registrar, Central University of Haryana, Mahendergarh.
3. Finance Officer, Central University of Haryana, Mahendergarh.
4. A.R, Vice Chancellor's Secretariat (for kind information of Hon'ble Vice Chancellor), Central University of Haryana, Mahendergarh.
5. In-charge University Website -for uploading on the website of the University.


Section Officer (Estt.)



हरियाणा केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123029

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

Annexure-I to CUH/2022/Estt.Sec/T/...219... dated 09.03.2022

TERMS AND CONDITIONS FOR SEEKING FINANCIAL ASSISTANCE BY THE TEACHERS/LIBRARIANS FOR ATTENDING NATIONAL / INTERNATIONAL SEMINAR / SYMPOSIA / CONFERENCES WITHIN INDIA AND ABROAD AND MEMBERSHIP OF PROFESSIONAL BODIES

1. PREAMBLE:

The Central University of Haryana encourages the faculty members/ Librarian for professional bodies membership, research and publications, it also endorses the faculty members to attend conferences, seminars and symposium held in India and abroad for knowledge sharing, academic growth and collaboration which improves academic and research environment.

2. OBJECTIVE:

- 2.1 To provide financial support to Teachers/ Librarian for participating in conferences / seminars/ symposia held in India and abroad.
- 2.2 To provide financial support to teachers/ Librarian selected under international collaboration and exchange programmes.
- 2.3 To provide financial support to teachers/ Librarian for membership of professional bodies.

3. ELIGIBILITY:

- 3.1 Full-time regular faculty members/ Librarian are only eligible to apply for financial assistance. Adjunct faculty members, part-time faculty members / officers, contractual teachers / officers are not eligible for this financial assistance.
- 3.2. The faculty members/ Librarian who are invited or whose abstract(s)/paper(s) is (are) accepted for oral presentation at International or national Conferences / Seminars / Symposia. The level of the programme and the standing of the institution organizing the event should also be truly international / national / professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.
- 3.3. Financial assistance may be provided for the following purposes only:
 - i. Teachers/ Librarian delivering key-note addresses / plenary lectures.
 - ii. Those contributing a paper (oral /reading).
 - iii. Those invited to Chair a Session.
 - iv. Those invited to give talks/ lectures.
 - v. Membership of professional bodies
- 3.4. Poster presentations at Conferences / Seminars will not be considered for grant of financial assistance.

4. **EXTENT OF FINANCIAL ASSISTANCE:**

- 4.1 Full financial assistance will be granted subject to a maximum limit of **Rs. 1.5 lakhs** over a period of three years to faculty members/ Librarian, who meet the necessary requirements and criteria fixed for financial assistance in activities held **abroad**. This grant will be utilized for attending one conference / seminar/ invited talk abroad.
- 4.2 Full financial assistance will be granted subject to a maximum limit of **Rs. 20 thousand** over a period of one calendar year to faculty members/ Librarian, who meet necessary requirements and criteria fixed for financial assistance in activities **held in India**. This grant will be utilized for participating in maximum of **two** conferences/ seminars/ symposia in India or any conference held online or conference held at CUH.
- 4.3 **50% financial assistance** will be granted subject to a maximum limit of **Rs. 10 thousand** over a period of one calendar year to faculty members/ Librarian for taking membership of reputed professional membership. This grant will be utilized for taking membership of professional bodies in maximum of **three** memberships.
- 4.4 Financial assistance for physical conference will include travel by economy class, Airport tax, local transportation in India and abroad, Registration Fee, insurance charges, visa fee, visa collection charges, hotel stay and per diem as per Govt. of India / UGC Rules from time to time. The payment of daily allowance will be paid for the duration of the conference plus maximum upto four days i.e. two days before the conference / seminar/ symposia and two days after the closing day of the conference / seminar/ symposia which includes travel period. If the journey period is less than two days before and two days after then actual DA will be given for the actual journey days.
- 4.5 Financial assistance for online conference or conference in CUH will be Registration Fee only.
- 4.6 For the faculty member/ Librarian seeking financial assistance from the university, provision of early bird registration if any will be encouraged to save money and foreign currency, provided the faculty member/ Librarian provides evidence of acceptance of the paper.
- 4.7 Faculty members/ Librarian are free to avail full / partial funding from other funding bodies for attending international conferences/ seminars/ symposia and will get duty leave and financial assistance of remaining amount (if any) subject to conditions already mentioned from the university. The concerned faculty member/ Librarian will inform the CUH in writing about the external funding being received from other agency stating the amount and name of the funding agency.

5. **CRITERIA FOR GRANTING FINANCIAL ASSISTANCE FOR CONFERENCE / SEMINARS / SYMPOSIA:**

- 5.1 The faculty members/ Librarian who are invited or whose abstract(s)/paper(s) is (are) accepted for oral presentation at International or national Conferences / Seminars / Symposia. The level of the programme and the standing of the institution organizing the event should also be truly international / national / professional.
- 5.2 The applicant must have an acceptance letter of paper/ abstract to be presented / letter of invited talk.

- 5.3 In case of more number of applicants from department for the same conference / seminar, financial assistance may be provided in the following order of preference:
- i. Teachers/ Librarian delivering key-note addresses / plenary lectures.
 - ii. Those contributing a paper.
 - iii. Those invited to Chair a Session.
 - iv. Those invited to give talks / invited lecture.
- 5.4 If more than one faculty member/ Librarian meets the requirements under the provisions of 5.3, the faculty member/ Librarian who has not availed the financial assistance earlier will be given the preference and then a faculty member having more number of publications will be granted financial assistance.
- 5.5 In case the paper is co-authored, the first author will be granted financial assistance. And if first author is not eligible, the next author can avail the financial assistance and so on.
- 5.6 If the first author is eligible but not interested, the next author can apply for financial grant getting a No Objection Certificate from the preceding author and so on.
- 5.7 Poster presentations and mere participations will not be considered for grant of financial assistance.
- 5.8 To encourage the young faculty members, assistant professors may be preferred.

6. PROCEDURE:

- 6.1 An application for grant may be sent by faculty to the Registrar through Dean of the concerned School and HOD of concerned Department normally 60 days before but in any case, not less than 3 weeks before the date of the programme along with the full text of documents / papers prepared.
- 6.2 A copy of the letter of acceptance from the organizers of the Conference / Seminar / Symposium accepting the paper for presentation, immediately after it is received, or a copy of the letter from the organizers inviting the teachers to chair a session / section and mentioning details of the financial support offered, etc. should be enclosed.
- 6.3 Head of Department after scrutinizing requisite documentation, forward application through proper channel. The application will be forwarded to a standing committee constituted for the international events abroad with the following constitution:
- i. Dean of the School
 - ii. Head of Department
 - iii. Finance Officer or his / her nominee
 - iv. Subject Expert (from within the university)
- The recommendation of this committee will be forwarded to the Vice-Chancellor for obtaining sanction of the Vice-Chancellor, within 15 days from receipt of application.
- 6.4 Provide a statement of tentative expenditure on travel, Registration Fee, Airport Tax, daily allowance, cost of stay, visa etc.
- 6.5 In case the financial assistance is sanctioned, the teacher / Librarian may be allowed to draw advance to meet the expenditure.
- 6.6 Actual fare not exceeding entitled class will be admissible for travel from CUH to the nearest Airport and back. However, taxi fare for travel upto the airport from the Head quarter may be allowed by the Vice-Chancellor on the basis of entitlement.
- 6.7 The limit of Journey by Road be restricted to 750 Km (both sides) or as per the university rules, amended from time to time.
- 6.8 It will be obligatory on the part of faculty member/ Librarian to submit participation certificate, travel documents such as photocopy of ticket, boarding pass, registration fee

and receipts of other claims for which financial assistance is granted within thirty days after attending the conference / seminar/ symposium.

- 6.9 For attending conferences in India, Travel grant upto 100% (subject to maximum limit of Rs. 20000 per calendar year) by entitled class and registration fee and D.A. be given to a staff twice in every calendar year. If a teacher is eligible to travel by air, he/she may be allowed to travel by air in economy class (national carrier Air India or star alliance partners in sectors where Air India does not operate) and his/her travel expenses may be reimbursed on the basis of actual expenses incurred.
- 6.10 Not more than one faculty/ Librarian per department for abroad and not more than 25% of the teachers from concerned department will be allowed to attend same conference except if the conference is being organized by the concerned subject associations.
- 6.11 As per UGC and CUH guidelines, a maximum of 30 days Duty Leave is admissible in a calendar year.

7. MONITORING OF OUTCOME:

- 7.1 The faculty/ Librarian should submit a detailed report with the bills for adjustment (preferably) within a month of returning from the event.
- 7.2 If the settlement/adjustment is not been processed in one month's time of return, 25% of the sanctioned amount shall be withdrawn as penalty. However, in extraordinary circumstances, the Vice Chancellor may condone this.
- 7.3 The faculty/ Librarian attending National event conference/seminar/symposia should publish his/her paper/abstract in proceedings or in some other journals.
- 7.4 The faculty/ Librarian availing the facility should submit a report on the work presented in the office of Director, IQAC through the HOD within one month after his/her return.

8. PROCESSING OF THE APPLICATION:

- 8.1 Given the deadline based on nature of the events, likely increase in the registration and travel costs due to delay, it is in the better interest of the applicant and the University to ensure that the application is processed within 15 days of its receipt from the faculty member.

9. In all circumstances the decision of the Vice Chancellor shall be final.



हरियाणा केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123029

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

Annexure-II to CUH/2022/Estt.Sec/T/219... dated 09.03.2022

APPLICATION FOR PERMISSION AND FINANCIAL ASSISTANCE FOR ATTENDING CONFERENCE

1. Name of the applicant:
2. Designation:
Dept./Section/Centre:
3. a) Title of the Conference for which financial assistance is sought :
.....
b) Nature of the Conference (International / National etc.) :
c) Venue : Country :
d) Period : From : To :
e) Name of the Organiser(s) :
4. Nature of participation: Presenting a paper OR Chairing a session OR other (please specify and tick)
5. Estimate of the Financial Assistance requested for the Conference :
 - a) Registration fee (please attach documentary evidence) :
 - b) Travel (please attach an estimate of the travel cost from a travel agent) :
 - c) Daily Allowances (admissible for the duration of the Conference / Seminar etc. plus four days - two day before and two day after the Conference etc) :

Total (in rupees, please specify conversion rate used) : `

(Also please enclose a copy of:

a. Announcement of call of papers	b. Acceptance letter
c. Full paper	d. Details of registration & other fees
6. Status of Finance budget
 - (i) Type of conference (International/ national/ online/ At CUH) : _____
 - (ii) Block Period as per conference type (3 year for international and one year for other) : _____
 - (iii) Total Amount available for the block period : _____
 - (ii) Amount already spent in the block period : _____

(iii) Balance amount available in the block period : _____

v) Amount requested in this application : _____

(v) Number of National conference applied in the block period : _____

6. Details of the assistance sought/available from any other source(s), including project:

Sl. No.	Agency/Project (please state the project no. in case of project)	Amount of assistance sought / granted / available	In case of assistance from project
			Amount granted

7. a) Advance required: Yes / No If yes, amount required : `

b) Bank A/C no. of the applicant (preferably PNB) :

It is certified that my participation in the above Conference will be in the interest of teaching and/or research at this Institute and all arrangements will be made to take care of my academic commitments including teaching and research during the period of my leave/absence. **I shall apply for leave separately in standard Leave Application format.**

It is requested that permission and financial assistance may please be granted to me to attend the said Conference abroad as stated above.

Date:

Recommendation of HOD

Signature of the employee

Date:

Recommendation of Dean

Signature and Name of the HOD

Date:

Recommendation of Vice Chancellor

Signature and Name of the Dean

Date:

Signature and Name of the Vice Chancellor



हरियाणा केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123029

Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123029

Annexure-III to CUH/2022/Estt.Sec/T/..... dated 09.03.2022

APPLICATION FOR PERMISSION AND FINANCIAL ASSISTANCE FOR PROFESSIONAL MEMBERSHIP

1. Name of the applicant:
 2. Designation:
Dept./Section/Centre:.....
 3. Membership of Professional society
 - (i) Maximum limit available in this current year : Rs. 10,000/-
 - (ii) Amount already spent in the current year : _____
 - (iii) Balance amount available in the current year : _____
 - (iv) Amount requested in this application : _____Provide following details
 - a. Name of Society :
 - b. Status of Society : National/ International
 - c. Membership requested : Annual/ life
 - d. Membership fee :
 4. How membership is useful for academic development :
.....
.....
- (Also please enclose a copy of: a. Membership form and fee b. Acceptance letter
5. Bank A/C no. of the applicant (preferably PNB) :

It is certified that my participation in the above membership will be in the interest of teaching and/or research at this Institute
It is requested that permission and financial assistance may please be granted to me to attend the said Conference abroad as stated above.

Date:

Signature of the employee

Recommendation of HOD

Date:

Signature and Name of the HOD

Recommendation of Dean

Date:

Recommendation of Vice Chancellor

Signature and Name of the Dean

Date:

Signature and Name of the Vice Chancellor