



# 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 : Mahendragarh (Haryana)-123031

No: CUH/2024/Estt.Sec./T/733

Dated: 10.10.2024

## अधिसूचना / Notification

With the approval of the Competent Authority, the guidelines have been modified for seeking financial assistance by the faculty and other Academic staff for Attending National/International Seminar/Symposia/Conferences within India and abroad and Membership of Professional Bodies.

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

Assistant Registrar (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.)

## **TERMS AND CONDITIONS FOR SEEKING FINANCIAL ASSISTANCE BY THE FACULTY AND OTHER ACADEMIC STAFF 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 for professional bodies membership, research and publications, it also endorses the faculty members and other academic staff 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 academic staff for participation in conferences /seminars/symposia held in India and abroad.
- 2.2 To provide financial support to academic staff selected under international collaboration and exchange programmes.
- 2.3 To provide financial support to academic staff for membership of professional bodies.

### **3. ELIGIBILITY:**

- 3.1 Full-time regular faculty members and other academic staff 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 who are invited for talk / chair the session 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 / professional body 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 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 Financial assistance will be granted subject to a maximum limit of Rs. 1.5 lakhs over a period of three years to faculty members and other academic staff, 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 may be granted subject to a maximum limit of Rs. 20 thousand over a period of one calendar year to faculty members,

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.

- 4.3 Financial assistance may be granted subject to a maximum limit of Rs. 15 thousand during the career to faculty members for taking membership of reputed professional society membership.
- 4.4 Financial assistance for physical conference will include travel by economy class, Airport tax, local transportation in India and abroad, Registration Fee, visa fee, visa collection charges, medical insurance, 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 conferences or conference in CUH will be Registration Fee only.
- 4.6 For the faculty member 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 provides evidence of acceptance of the paper.
- 4.7 Faculty members must apply for funding from other funding bodies when attending international conferences, seminars, or symposia (outside India) and mention this in their application form. However, if no grant or financial support is provided by external funding agencies, the university will provide full financial support subject to limits as defined in section 4.1. Faculty members are advised to apply well in advance for financial support from external funding agencies, ideally within three days of receiving acceptance/invitation for the international event. If no positive response is received from the external funding body within 30 days before the event date (provided the application was sent well in advance), the university may cover the full financial support subject to limits as defined in section 4.1. This requirement to seek external funding does not apply to international or national conferences, seminars, or symposia held within India. If a faculty member receives partial funding (Rs. X) from an external agency and the total expenditure for attending the event is Rs. Y, the university will cover the difference (Rs. Y - Rs. X) subject to limits as defined in section 4.1. Financial assistance will be considered for the financial year, not the calendar year.

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

- 5.1 The faculty members 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 delivering key-note addresses / plenary lectures.
  - ii. Those invited to give talks / invited lecture.
  - iii. Those contributing a paper.
  - iv. Those invited to Chair a Session.
- 5.4 If more than one faculty member meets the requirements under the provisions of 5.3, the faculty member 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, only first or corresponding author will be granted financial assistance.
- 5.6 Poster presentations and mere participations will not be considered for grant of financial assistance.
- 5.7 Faculty members who have published at least three papers in Scopus or UGC-listed journals while at CUH will be eligible to receive financial assistance for attending any event abroad.

## **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 / deliver invited talk/ 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 Research
  - ii. Dean of the School
  - iii. Head of Department
  - iv. Finance Officer
  - v. Nominee of Honorable Vice-Chancellor
- 6.4 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.
- 6.5 In case the financial assistance is sanctioned, the teacher / officer 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 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, a travel grant of up to 100% (subject to a maximum limit of Rs. 20,000 per financial year) may be provided, covering travel by the entitled class, registration fees etc. for faculty members. If a faculty member is eligible to travel by air, they may travel in economy class. Bookings should be made through authorized travel agents as per Government of India guidelines issued from time to time.
- 6.10 Not more than one faculty per department for abroad and not more than 25% of the teachers from the concerned department will be allowed to attend same conference except if the conference is being organized by the concerned subject associations.

**7. MONITORING OF OUTCOME:**

- 7.1 The faculty should submit a detailed report with certificate to Director IQAC along with certificate within a month of returning from the event in.
- 7.2 The advance drawn should be settled within 15 days after returning from the conference. Penalties as per GFR/government rules may be imposed for delayed settlements of bills.
- 7.3 The faculty attending National event conference/seminar/symposia should publish his/her paper/abstract in proceedings or in some other journals.

**8. PROCESSING OF THE APPLICATION:**

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.**

## 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 work to tick (please specify)
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 authorised travel agent in case of foreign travel) :  
.....
- 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. 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 : \_\_\_\_\_
- (iv) 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 on Samarth portal.**

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

Date:

Recommendation of HOD

Signature of the employee

Date:

Recommendation of Dean

Signature of the HOD

Date:

Recommendation of Vice- Chancellor

Signature and stamp of the Dean

Date:

Director IQAC (For Records)

Signature and stamp of the Vice Chancellor

Signature of Director IQAC

**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 during the career ..... : Rs. 15,000/-
- (ii) Amount already spent by the faculty ..... : \_\_\_\_\_
- (iii) Balance amount available for the faculty ..... : \_\_\_\_\_
- (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 letter b. Acceptance**

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

It is certified that 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 join the professional body as stated above.

**Date:**  
**Recommendation of HOD**

**Signature of the employee**

**Date:**  
**Recommendation of Dean**

**Signature of the HOD**



**Date:**

**Signature and stamp of the Dean**

**Recommendation of Vice- Chancellor**

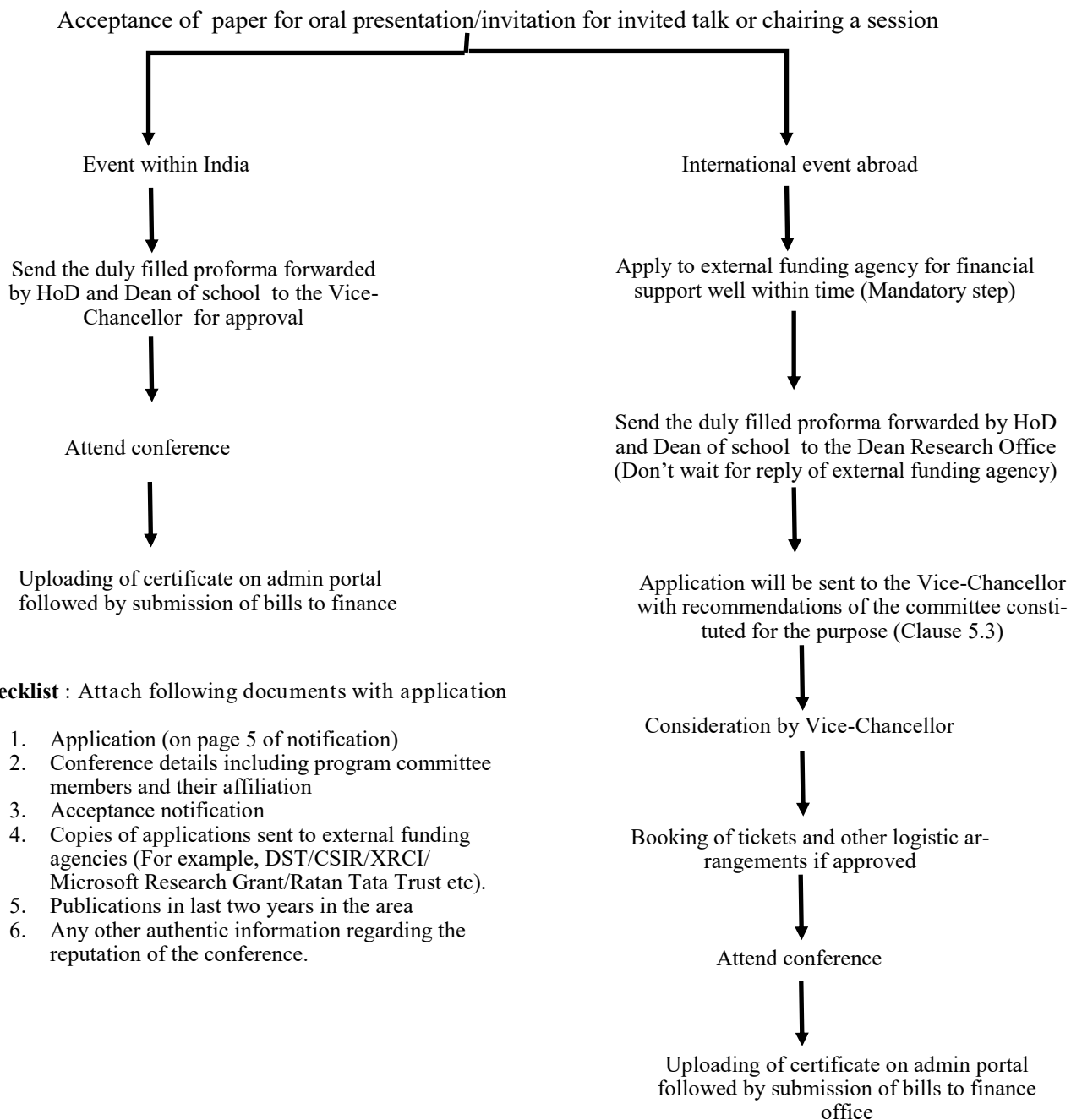
**Date:**

**Signature and stamp of the Vice Chancellor**

**Director IQAC (For Records)**

**Signature of Director IQAC**

## FLOWCHART TO APPLY FOR FINANCIAL ASSISTANCE TO ATTEND CONFERENCE



### Checklist : Attach following documents with application

1. Application (on page 5 of notification)
2. Conference details including program committee members and their affiliation
3. Acceptance notification
4. Copies of applications sent to external funding agencies (For example, DST/CSIR/XRCI/Microsoft Research Grant/Ratan Tata Trust etc).
5. Publications in last two years in the area
6. Any other authentic information regarding the reputation of the conference.