



**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

**Regulations for financial assistance for permanent teachers / eligible officials
in the university for attending Seminars / Conferences / Symposia / Workshop
etc. held in India and abroad**

1. Preamble

The University encourages the employees to attend and participate in Conferences, Symposia, Workshops and Training programmes held in India and abroad for sharing knowledge, capacity building, academic growth, and also for collaborations that would facilitate healthy academic and research ambience.

2. Objectives of the Regulations

- a) To provide financial support for permanent Teachers/ Scientific Officers / Technical Officers / Administrative Officers (Group 'A' officers) for participation in Conferences / Seminars / Symposia / Workshops held in India and abroad.
- b) To provide financial support to eligible teachers / eligible employees invited under International Collaboration

3. Eligibility

Employees mentioned at point 2 (a) and (b) above will be eligible for travel grant under the following circumstances.

- a. Those invited to attend academic conferences/seminars/symposia/workshops: The level of the programmes, 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.

- b. Financial assistance may be provided in the following purposes: -
- i. For Teachers delivering key-note addresses/plenary lectures / invited lecture.
 - ii. Those contributing a paper / poster presentation.
 - iii. Those invited to Chair a session.
 - iv. Those invited under International Collaboration Exchange Programmes.
 - v. Those invited to give Symposia / talks / panel discussion.
 - vi. For enhancing knowledge base through training and attending Workshops / Professional

4. Pattern of Assistance

(I) Travel for National / International Conferences / Seminars / Symposia etc. held in India

- a. The eligible teachers / officers shall be provided with financial assistance only once in every year upto on upper ceiling as mentioned below:
- (i) Rs. 8,000/- for attending national seminar / conferences etc. within 500 km distance from Rajiv Gandhi University.
 - (ii) Rs. 15,000/- for attending national seminar / conferences etc. for more than 500 km but less than 1000 km distance from Rajiv Gandhi University.
 - (iii) Rs. 25,000/- for attending national seminar / conferences etc. for more than 1000 km distance from Rajiv Gandhi University.

This includes travel cost, expenditure or accommodation (provided necessary documents are submitted), registration fee upto Rs. 5000/- etc. No DA shall be provided since a registration fee includes the expenditure on fooding. Late registration fee will not reimbursed.

(1) (5)

(II) Travel for International Conferences / Seminars / Symposia / Workshops held in
aboard.

- a. The eligible employee shall be provided with financial assistance generally once in 3
years up to an upper ceiling as mentioned below:
- (i) Rs. 40,000/- for South / South East Asian countries.
 - (ii) Rs. 60,000/- for other Asian countries.
 - (iii) Rs. 80,000/- for European / African / Australian countries.
 - (iv) Rs. 1,00,000/- for USA / North America / South American countries.
- b. Registration fee upto Rs. 10,000/- will be fully reimbursed. Late registration fee will not
be reimbursed.

5. How to apply

Teachers / Eligible employees shall apply in the proper format (Annexure I) to the Registrar at
least 30 days and 60 days respectively before the date of commencement of National /
International events respectively. The application shall be routed through the respective Heads of
Department. In case of Officers, these will be routed through respective Controlling Officers.

6. Selection for and Allocation of Assistance

- a. A Standing Committee shall be constituted by the University (the Senior most Professor
as the Chairperson with three Deans on basis of rotation as members and Finance officer
as the Convenor) which shall scrutinize the applications to be forwarded to the
competent authority. The meeting is expected be held once in every month.
- b. The reimbursement will be done on first come first serve basis. It will be reimbursed only
when the organiser is not ready to pay.
- c. Preference will be given to those applicants who have not availed any financial assistance
during the last 3 years.

- d. In case of teachers, the applicant's proven record of research output will be one of the most important criteria. Preference shall be given to those teachers who have the publication in UGC approved journal / impact factor journal in last three year.
- e. Preference will be given to those applicants who have secured partial assistance from external sponsors / sources.
- f. The financial assistance will depend on the grant received from UGC under recurring head and subject to availability of fund.
- g. Preference will be given to those seminar / conferences etc. which are well reputed and which are collaborated with international reputed agencies like Scopus, Elsevier etc.
- h. Ordinarily one should have put in minimum one year service in our university in case of National seminar etc. and minimum three years service in our university in case of international seminar etc. before being eligible to receive travel grant for attending seminar, conference etc.
- i. For the purpose of travel grant, the re-employed teachers may be treated as par with other eligible members of the university for purpose of travel grant for attending seminar / conferences etc. subject to fulfilling the other terms and condition.
- j. For calculation of TA / Journey DA, the rules of Government of India / university will be applicable.
- k. The decision of the Vice-Chancellor shall be final and binding in all respects.