



TEZPUR UNIVERSITY ASSAM, INDIA

Regulations on attending Seminars/Conferences/Symposia etc. held in India and abroad with or without financial assistance from the University

(Approved by the Board of Management, Tezpur University vide Resolution No. B.87/2018/2/2.7, dated: 11.06.2018)

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, academic growth, and also for collaborations that would facilitate healthy academic and research ambience.

2. Objectives of the Regulations

- a. Provide financial support for Teachers/ Scientific Officers/ Technical Officers/ Administrative Officers (Group 'A' officers) for participation in Conferences/ Seminars/Symposia/Workshops held in India and abroad.
- b. Provide financial support to employees invited under International Collaboration Exchange programmes.
- c. Provide financial support for attending Faculty Development and Training programmes in India.
- d. Facilitate academic exchange programmes with Universities in India.

3. Eligibility

Employees mentioned at point 2 (a) 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.
 - (ii) Those contributing a paper.
 - (iii) Those invited to Chair a session.
 - (iv) Those invited under International Collaboration Exchange Programmes.
 - (v) Those invited to give Symposia/talks/invited lectures or invited to discuss arts.
 - (vi) For enhancing knowledge base through training and attending Workshops/Professional/Faculty Development Programmes.
- c. Poster presentations will generally not be considered for financial assistance.

4. Pattern of Assistance

(I) Travel for International Conferences/Seminars/Symposia held abroad

- a. The eligible employee shall be provided with 100% assistance once in 3 years. Admissible expenditure will cover economy class air fare by the shortest route; airport tax; visa fees; registration fees; and daily allowance as per rule. Late registration fee will not be reimbursed. Travel by Air India as per Govt. of India rules will be allowed. Expenditure on accommodation shall be reimbursed as per rules.
- b. In case, the number of applicants is too high and there is paucity of funds, competent authority will decide on the quantum of assistance to be provided.

(II) Travel within India for National or International Conferences/Seminars/Symposia/Workshops

- a. The eligible employee shall be provided with 100% assistance generally once in 3 years. In case, the number of applicants is too high and there is paucity of funds, competent authority will decide on the quantum of assistance to be provided.
- b. TA/DA will be admissible as per rule.
- c. Registration fee upto Rs. 5000/- will be fully reimbursed. Late registration fee will not be reimbursed. This will apply to both categories of travel.

Note: If the lodging and boarding charges are included in the registration fee, DA shall be regulated accordingly. This will apply to both categories of travel.

5. How to apply

Employees shall apply in the proper format (Annexure I) to the Registrar at least 45 days / 30 days before the date of commencement of international / national event respectively. The application shall be routed through the respective Head of Department and Dean of School. In case of Officers, these be routed through respective Controlling Officers.

6. Selection for and Allocation of Assistance

- a. A Standing Committee, if any, or the concerned section of the University shall scrutinise the applications to be forwarded to the competent authority.
- b. Preference will be given to those applicants who have not availed any financial assistance during the last 3 years.
- c. The applicant's proven record of research output will be one of the most important criteria.
- d. Preference will be given to those who apply for assistance for programmes scheduled during summer and winter recess.
- 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 heads and subject to availability of fund.
- g. The decision of the Vice-Chancellor shall be final and binding in all respect.