

Guidelines

These Guidelines shall be called as the '**Guidelines for Funding Teachers and other Officers of the University to participate in National and International Conferences/ Seminars/ Workshops/Symposia/Training Programmes by teachers and other officers of the Central University of Karnataka, Kalaburagi**'. These shall come into force from 1-4-2017 or from whichever date the authorities accord permission.

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.

Keeping in view the guidelines of UGC in this regard and practice in other universities and institutes of national importance, the following guidelines have been framed:

2. Objectives

- a. Provide financial support to 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 and Exchange programmes.
- c. Provide financial support for attending Faculty Development and Training programmes within India and abroad.
- d. Facilitate academic exchange programmes with Universities in India
- e. To motivate faculties to expose financial support from different funding agencies.

3. Eligibility

Permanent employees whose probationary period is completed, will be eligible for travel grant under the following circumstances:

- a. Those invited to attend academic conferences/ seminars/ symposia/ workshops. 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.
- 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 and mere participations will generally not be considered for financial assistance.

4. Pattern of Assistance

- a. Each eligible teacher/officer is entitled to a grant of Rs. 1 lakh per annum, to spend on these activities.

- b. In case, the amount is not sufficient, the applicant can seek funds from other sources.
- c. 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 shall be preferred. Expenditure on accommodation shall be reimbursed as per rules.
- d. TA/DA will be admissible as per rule.
- e. 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.

Note: While the UGC grants for this purpose shall be completely utilized, the University shall provide the additional assistance out of its General Administrative Expenses.

5. Application Procedure

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. For international events, the application shall be submitted through the respective Head of Department which will be placed before a Standing Committee and sent to the Registrar with its recommendations. In case of Officers, these shall be routed through respective Controlling Officers.

6. Mode of Approval

- a. The **Standing Committee** shall scrutinise the applications to be forwarded to the competent authority. The Committee shall consist of the Dean, Head of respective Department and a subject expert (from within the school) shall form the Standing Committee to scrutinize the applications of teachers. (For international events only)
- b. For officers, the Dean and the Controlling Officer shall form the Standing Committee to scrutinize the applications. (For international events only)
- c. The Committee shall verify the suitability of the event for academic progression of the applicant, standing/status of the organizing agency; and likely impact on the departmental academic activities.
- d. The applicant's proven record of research output and publication of the previous presentation for which such assistance was taken, if any, will be the important criteria. In respect of officers, the possible impact of the proposed programme on overall administrative functioning shall be considered.
- e. In case if multiple applicants are there from the same department preference may be given to those applicants who have secured partial assistance from external sponsors / sources.
- f. Granting of financial assistance will depend on the grant received from UGC for the purpose and availability of funds in the University.
- g. The decision of the Vice-Chancellor shall be final .
- h. As far as possible Professors and Associate Professors should be encouraged to go on invitation and/or seek funds from other sources.

7. Leave Facility:

As per UGC Guidelines, a maximum of 30 days of Duty Leave is admissible.

Duty leave shall be sanctioned for attending the International Conference / Seminar / Symposia / Workshop /Training programmes, including journey days. The teacher is also

allowed 03 days of additional leaves for making academic interaction visits to form a joint collaboration. However the amount of Daily Allowance shall be calculated as follows:

Stay for 10 days: 100%;

Up to 15 days: 100% for the first 10 days and 75% for the next 5 days;

More than 15 days: 100% for the first 10 days; 75% for the next 5 days of 50% for the rest of the stay shall be admissible

For National Conference/Symposia/Seminar/Workshop/Training including journey days. The faculty is also allowed 02 days of additional leave. However, the amount of Daily Allowance will be calculated as follows:-

Stay for 15 days: 100%;

More than 15 days: 75% for the rest of the stay shall be admissible

For training programmes duty leave may be granted for the actual duration inclusive of journey days. This is exclusive of the usual 30 days OD available to a teacher in a year.

8. Monitoring the Outcome

- i. The faculty should submit a detailed report along with the bills for adjustment (preferably) within a month of returning from the event.
- ii. 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.
- iii. For faculty attending the Training programme/Workshop/ should give a presentation in the department explaining the outcome/learning.
- iv. The Faculty attending International Conference/Seminar/Symposia, should publish his/her paper in a peer reviewed International/National journal within a year failing which his/her sanction would be withheld till his publication subsequent to sanction. However, for local languages, the decision of the School Academic Committee shall be final.
- v. The faculty attending National event Conference/Seminar/Symposia should publish his/her paper/abstract in proceedings or in some other journals.
- vi. The officer availing the facility should make a presentation about how the skills learnt may be utilized to strengthen the administration

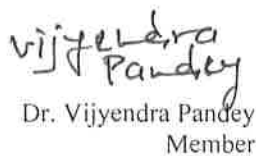
9. Processing of the Application by the Office

Given the deadline based 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 respective department/section.

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




Mr. Mahendra M
Member



Dr. Vijendra Pandey
Member



Dr. Romate John
Member



Prof. S. T. Bagalboti
Chairman

APPLICATION FOR ATTENDING INTERNATIONAL EVENT
CONFERENCE/SYMPOSIA/WORKSHOP/TRAINING

Name	
Department	
School	
Date of Confirmation of services at CUK	
Event	
Role of the Candidate in the Event	
Duration of the Event	
Financial Assistance availed during the present Year	
Type of Leave applied	
Number of Event attended during the present year and Leave availed	
Total amount claimed with details (Registration, Approx. Travelling exp., Per diem allowance, Budget)	
90% of advance admissible	
Enclose: Acceptance Letter received. Copy of abstract.	

(Signature of the Applicant)

Committee's Observations

Particulars	Remarks			
	Relevant	Not Relevant	Accepted	Not-Accepted
Name of the applicant				
Relevance of the Event				
Standing status of the organization				
Leave				
Approval of the Committee				

Dean

HoD

Subject Expert

 Forwarded to the Office of the Registrar with the relevant enclosures for needful action.

APPLICATION FOR ATTENDING NATIONAL EVENT
CONFERENCE/SYMPOSIA/WORKSHOP/TRAINING

Name	
Department	
School	
Date of Confirmation of services at CUK	
Event	
Role of the Candidate in the Event	
Duration of the Event	
Financial Assistance availed during the present Year	
Type of Leave applied	
Number of Event attended during the present year and Leave availed	
Total amount claimed with details (Registration, Approx. Travelling exp., Per diem allowance, Budget)	
90% of advance admissible	
Enclose: Acceptance Letter received. Copy of abstract.	

(Signature of the Applicant)

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