

# KARNATAK UNIVERSITY DHARWAD



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## **Policy/Guidelines for Deputation of Teachers to NATIONAL/ INTERNATIONAL CONFERENCE / SEMINAR / SYMPOSIA / WORKSHOP / EXCHANGE / TRAINING PROGRAMS**

**2021-2022**

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- 8. Dr. S. T. Bagalkoti, Director, IQAC**      **Special Invitee**
- 9. Dr. M. David, Director, PMEB**      **Convener**

## **Policy/Guidelines for deputation of Teachers of the K. U. Dharwad**

These Guidelines shall be called as the **Guidelines for providing Financial assistance and deputation of Teachers to participate in the National and International Conferences/ Seminars/ Workshops/Symposia by teachers of Karnatak University Dharwad.**

### **1. Preamble:**

The University encourages the teaching faculty to attend and participate in the Conferences, Symposia, Workshops and Training programs held in India and abroad for sharing the knowledge, academic growth and mainly for collaborations that would create advanced academic and research ambience.

Keeping these facts in view and the guidelines of UGC in this regard and practice followed in other universities and premier institutions, the following guidelines have been framed.

### **2. Objectives:**

- a) Provide financial support to the Teachers for participation in the Conferences/ Seminars/ Symposia/ Workshops held in India and abroad.
- b) Provide financial support to employees invited under International Collaboration and Exchange programs.
- c) Provide financial support for attending Faculty Development and Training programs within India and abroad.
- d) Facilitate academic exchange programs with universities and other institutes of national importance in India.
- e) To motivate the teachers to expose financial support from different funding agencies.

### **3. Eligibility:**

All the permanent teachers who have successfully completed the probationary period will be eligible for travel grant under the following circumstances:

a) To those who are invited to attend academic conferences/ seminars/ symposia/ workshops. The level of the program and the standing of the institution, organizing the event should also be truly international/ national and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.

b) Financial assistance may be provided for the following purposes: -

- i. Teachers delivering key- note addresses/ plenary lectures.
- ii. Those presenting a research paper/poster.
- iii. Those invited to Chair a session.
- iv. Those invited under Exchange Programs.
- v. Those invited to give Symposia/ talks/ invited lectures or invited to discuss and perform arts.
- vi. For enhancing knowledge base through training and attending workshops/ Professional/ Faculty Development Programs.

- c) International travel fare and maintenance to the teachers selected under exchange programs of CSIR/ INSA and other agencies.
- d) The claim for SC/ST/OBC/Minorities be given as per the rules.
- e) Mere participations will generally not be considered for financial assistance.

#### **4. Pattern of Assistance:**

- a) Each eligible teacher is entitled to spend on these activities.
- b) In case, the amount is not sufficient, the applicant is allowed to seek funds from other sources. The teachers may be allowed to bear the balance of expenses from their own resources.
- 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. Expenditure on accommodation shall be reimbursed as per rules.
- d) TA/DA will be admissible as per rules of Govt. of India or the guidelines of K.U. Dharwad.
- 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 (train/air).

- f) Financial assistance will be provided to a Teacher once in three years.

*Note: The University shall provide the additional assistance out of its General Administrative Expenses (General Fund) along with the grant received by the applicant from other funding agencies.*

### **5. Application Procedure:**

Teachers shall apply in the proper format (Annexure I) to the Registrar, Karnatak University Dharwad at least 45 days before the date of commencement of international/ national event respectively. The application shall be submitted through the respective Chairperson of the Department which will be placed before the Scrutiny Committee and sent to the Registrar with its recommendations.

- a) One copy of the full text of documents/ papers prepared by the teacher for presentation at the conference/ seminars/ symposium/ workshop along with the Annexure II if there are any co-authors present. The details of a training program, even if it is of short duration should be supplied.
- b) Brief details of the organizers, title of the program, place and duration of the conference, etc in which the paper is proposed to be presented or participation is desired.
- c) A copy of letter of invitation from the organizers of the conference/ seminars/ symposium accepting the paper for presentation, immediately after it is received, or a copy of the letter from the organizers inviting the teachers to a Chair a session/ section and mentioning the details of financial support offered, etc if any should be enclosed.
- e) In case of seminars/ symposium/ workshop/ training program of short duration, the invitation or other relevant documents such as, academic outcomes of the same should be attached.
- f) List of Research publications and a brief write up of details of research work carried out in last the five years are to be enclosed with the application.

## **6. Mode of Approval:**

- a) The Standing Committee shall scrutinize the applications to be forwarded to the competent authority. The committee shall consist of the
- |      |   |          |
|------|---|----------|
| i)   | Chairperson of the respective Department              | Member   |
| ii)  | A subject expert (from within Dept/Faculty; Internal) | Member   |
| iii) | Director, PMEB  | Convener |
- to scrutinize the applications (for abroad events only).
- b) The committee shall verify the suitability of the event for academic progression of the applicant, status of the organizing agency; and likely impact on the Departmental academic activities.
- c) The applicants' proven record of research output and publication of the previous presentation for which such assistance was taken, if any, will be the criterion.
- d) Financial assistance will be provided to a teacher once in 3 years.
- f) Granting of financial assistance depends on the availability of funds in the university. In this regard, the decision of the Vice-Chancellor shall be final.

## **7. Leave Facility:**

- i) As per UGC Guidelines, a maximum of 30 days of Duty leave is admissible.
- ii) Duty leave shall be sanctioned for attending the international conference/ Seminar/ Symposia/ Workshop/ training programs, including journey days.
- iii) The teacher is also allowed 03 days of additional leaves for making academic interaction visits to form a joint collaboration.
- iv) The amount of Daily Allowance shall be calculated as per the rates admissible in Govt. of India/University. In addition, the charges for accommodation shall be reimbursed on actual basis as per Govt. of India guidelines.

## **8. Monitoring the Outcomes:**

- i) The teacher who avails financial assistance should submit a detailed report along with the bills for adjustment (preferably) within a month of returning from the event.
- ii) The Faculty presenting a paper in National/International Conference/Seminar/Symposia, should publish his/her paper in a peer reviewed International/National journals failing which his application for financial assistance for attending such events in the subsequent years will not be considered. Paper should not be published in paid journals and should be published ISI journals.

## **9. Processing of the Application by the Office:**

- a) 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 to be processed within 15 days of its receipt from the respective department/section.
- b) No advance amount will be permitted. After attending the event, the faculty should submit a detailed report compassing of copy of attendance certificate (also mentioning clearly as NO TA/DA is paid), registration receipt in original and all other relevant receipts towards setting the expenditure for reimbursement.

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

## Annexure I



### **KARNATAK UNIVERSITY DHARWAD** **Planning, Monitoring and Evaluation Board**

Application for availing Financial Assistance to the Teachers working in the University Teaching Departments for attending National/International Conference / Seminar / Symposia /Workshop / Exchange/ Training Programs held **Abroad/ within India**

#### **A. PERSONAL DETAILS**

1. Name of the applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(In Block Letters)

2. E-mail : \_\_\_\_\_ Mobile No.: \_\_\_\_\_

3. Qualification: \_\_\_\_\_ Designation: \_\_\_\_\_

4. Category: \_\_\_\_\_

5. Department/Center (Name &Address) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Teaching Experience: \_\_\_\_\_ Basic Pay: \_\_\_\_\_

7. Date of appointment in present position \_\_\_\_\_, Date of completion of Probationary Period \_\_\_\_\_

8. List of Publications and Details of Research work in last five years:  
**(Please attach separate sheet).**

9. **Enclosures:** Full Research Paper, Conference Brochure/Details of Exchange Program/Training Program, Letter of Invitation & acceptance.



## B. CONFERENCE DETAILS

1. Title of the Conference / Seminar / Workshop / Training Program etc. & Place: \_\_\_\_\_  
\_\_\_\_\_

2. Name of the Organizers: \_\_\_\_\_

With complete address: \_\_\_\_\_

3. Duration From \_\_\_\_\_ to \_\_\_\_\_ Total Days + Travel Days \_\_\_\_\_

4. Title of the accepted research paper: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Whether the applicant has approached the Organizers / Any other agency for financial assistance? Yes ( ), No ( ). Please write the name of the Agency: \_\_\_\_\_

If yes, enter the details\* in the following table.

**OR**

## C. EXCHANGE/TRAINING PROGRAMME DETAILS

1. Title of the Exchange/Training Program & Place : \_\_\_\_\_  
\_\_\_\_\_

2. Name of the funding agency: \_\_\_\_\_

With complete address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Duration From \_\_\_\_\_ to \_\_\_\_\_ Total Days + Travel Days \_\_\_\_\_

4. Nature of the Work: \_\_\_\_\_  
\_\_\_\_\_

5. Whether the applicant has approached the Organizers / Any other agency for financial assistance? Yes ( ), No ( ). Please write the name of the Agency: \_\_\_\_\_

If yes, enter the details\* in the following table.

## 6. DETAILS REGARDING EXPENSES:

Sl. No.	Heads of Expenditure	Total Estimated Cost Rs.	*Financial assistance received from Organizers/ Any other funding agency	Financial assistance required from the University	Recommendation of the committee
1	Registration Fee				
2	Air-Fare / Train or Bus Fare (Both ways)				
3	Local Transport				
4	DA for ___ days				
5	<b>Total Rs.</b>				

7. Whether the paper has been accepted by the organizer for presentation? Yes ( ), No ( ) [If yes, please attach the acceptance letter and one copy of the paper accepted by organizers.]

8. Whether the Paper has Co-authors? Yes ( ), No ( )

If yes, Please enclose No Objection Certificate from the Co-author as per the enclosed format.

9. Give the details regarding financial assistance received from the University in the last three years (out of Unassigned Grant or Any other Grant)

Name of the Conference/ Workshop/ Course attended etc.	Place and dates of the Conference etc.	Total financial assistance received from University	University sanction letter (No. with date)

10. Whether duty leave for conference sanctioned from DPAR?

If yes, please give details: \_\_\_\_\_

### **Undertaking by the Applicant**

I certify that,

I have not availed any financial assistance (From University or any other grant) during the last three years from the University for attending National/International Conference / Seminar / Symposia/ Workshop / Training Program held in India/abroad. Also, I have not published the above-mentioned research paper in any National or International Journal or as a Book Chapter and nor have I presented or will present the same in any other conference except above.

The details given above are correct. If the information supplied is found to be incorrect on later date, I shall refund the entire amount to the University which is paid to me for International Conference. The money received will be used for the purpose for which it has been requested. In case if I receive the financial assistance from the organizers or any other agency, I shall pay back the amount granted by the University.

Signature of the Applicant

I have verified the above information

Date:

Signature with seal

Place:

Chairman of the Department / Director of institute/Centre

**Note:** If the financial assistance is sanctioned by the University, the applicant must have to attach the following documents along with the TA/DA bill form which is duly countersigned by their respective Chairperson of the Department/Administrator of the PG Centre.

1. Copy of sanction letter and Statement of expenditures.
2. Undertaking as per prescribed format (Annexure II)
3. NOC of Co-author as per prescribed format (If applicable) (Annexure III)
4. Original Receipt of Registration Fees.
5. Original Air port tax /Boarding Pass.
6. Original Tickets for Local transportation.
7. Copy of Conference Brochure, Invitation letter & Attendance certificate.
8. Copy of permit issued by Reserve Bank of India for your visit abroad, indicating exchange rates prevailing at the time of journey.
9. e-Copies are also accepted.

**Observations of the Committee**

<b>Particulars</b>				<b>Remarks</b>
Name of the applicant				
Relevance of the event	Relevant		Not Relevant	
Standing status of the organization	Accepted		Not-Accepted	
Approval of the committee	Approved		Not-Approved	

**Subject Expert**

**Chairman of the Dept.**

**Director PMEB**

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

**No Objection Certificate by Co-author/s**

I/We have no objection to present or publish the research paper entitled\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

on my/our behalf by Prof. /Dr. /Mr. /Mrs. \_\_\_\_\_

International Conference (Title) \_\_\_\_\_

\_\_\_\_\_ held at\_\_\_\_\_.

Date:

Full Name, Designation & Signature  
of Co-author/s,

Place:

Address of College/Institute