

Travel Grant Scheme for Teachers of University Teaching Departments, MSM Institute of Ayurveda, BPS – Institute of Higher Learning, and Regional Centres for Participation in Conferences Seminars/Workshops/Symposia.

1. Preamble:

The travel grant scheme aims at encouraging the confirmed regular teachers of Bhagat Phool Singh Mahila Vishwavidyalaya Khanpur Kalan (BPSMV) and its maintained colleges to present research papers/deliver keynote address/chair session at national and international conferences/seminars/workshops/symposia etc. organised by Indian/foreign educational institutions/ societies/associations etc. in India and abroad.

2. Eligibility:

- a) The confirmed regular teachers of the University Teaching Departments, MSM Institute of Ayurveda, BPS – Institute of Higher Learning, and Regional Centres shall be eligible for financial assistance under the scheme.
- b) Teachers whose papers have been accepted for presentation (reading) or who are invited to be the keynote Speakers or to Chair a session at a national or international conferences/seminars/workshops/symposia or who are the office bearers of Organization/Society/Association organizing the conference/seminar/workshop/symposia concerned.
- c) A teacher who has availed of this facility shall be considered again for the same only after the expiry of 3 years in case of seminars and conferences abroad. In case of National/International conferences/seminars/workshops/symposia in India, the case shall be considered again after a gap of one year. (Once in a financial year for National and once in three years financial years for International) amended by 77th EC held on 08.12.2023

3. Procedure:

- a) The application for grant should be submitted by the teacher concerned to the appropriate University authority duly recommended by the Chairperson/Head of the Department at least 60 days before commencement of the event abroad and 30 days before in case of the event in India along with all

necessary enclosures mentioned below:

- i) Three copies of research paper to be presented.
- ii) Acceptance/invitation letter from the organizers of the event.
- iii) A copy of the information brochure exhibiting the details of the organizers, institution, title, venue, duration, and registration fee, etc. of the event.

b) The application(s) received duly completed in all respects will be evaluated by a travel grant committee comprising:

- | | |
|---|----------|
| i) Director Research | Convener |
| ii) Director IQAC | Member |
| iii) Dean of the concerned Faculty | Member |
| iv) Chairperson/Principal/Director of the concerned UTD/Institute | Member |

Provided that if convener is an applicant, the Dean Academic Affairs shall convene the meeting of the travel grant committee.

c) The application of the teacher who applies for the first time shall be given preference while considering applications under the scheme.

d) The committee shall assess the level of the event and the standing of the institution organizing the event. It should be truly international/national/professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.

e) The committee shall assess the quality of the research paper and make recommendations accordingly; the final approval will be given by the Vice Chancellor.

f) Incomplete applications will not be considered and no correspondence will be entertained in this regard.

4. Financial Assistance:

a) For attending International Seminars and Conferences Abroad

- i) The teachers participating in the International conferences/seminars/workshops/symposia shall be entitled for 100% financial assistance once in three years for the total admissible expenses, including payment of travel expenses, such as registration fee per diem allowance, accommodation charges, airport taxes and visa fee, etc. with maximum ceiling of Rs. 1.5 Lakhs. Any expenses above the maximum ceiling shall be borne by the teacher concerned.
- ii) The payment of Daily Allowance (D.A.) will be made as per Haryana State Govt. rates and D.A. will be paid for the duration of the conferences plus four days i.e. two days before and two days after the conference which will include the travel period. If the journey period is less than two days before and two days after then actual D.A. will be given for the actual journey days, which shall be maximum two days.
- iii) Persons selected for participation should travel by excursion tickets in sectors by the cheapest air ticket by any airline. Taxi fare/own vehicle will be admissible for travel from University/College Head Quarter to the nearest Airport and back on the basis of entitlement.
- iv) Normally two teachers of a Department shall be allowed to attend the same International Conference abroad. The Vice-Chancellor may allow more than two teachers in exceptional cases.

b) For Attending Seminars/Conferences in India

- i) Travel grant upto 100% by entitled class and registration fee and D.A. be given to a teacher once in a every year. Travel by Air/Rail/Own Vehicle/Taxi may be allowed as per entitlement and travel expenses may be reimbursed on the basis of actual expenses incurred or Rs. 30,000/- whichever is less.
- ii) Reimbursement of Toll charges, if any, is as per actual on production of Receipt/Bill.

- iii) Taxi fare for full day/fixed slabs, driver charges and parking charges will not be reimbursed.
 - iv) D.A. will be paid for the actual journey days, which shall be maximum two days i.e. one day before and one day after the event.
 - v) Not more than 25% of the teachers or three teachers of a department (whichever is less) may be allowed to attend same conferences/seminars/workshops/symposia except in case the event is being organized by the concerned subject association.
- c) D.A. will be paid, including journey days, at the rates admissible to the employees of Government of Haryana provided that hospitality, etc. has not been provided free of cost by the host institution.
 - d) The charges for accommodation shall be reimbursed on actual basis as per Government of Haryana orders if the same has not been provided free of cost by the host institution.

5. Allocation of funds:

- a) Besides the UGC grant, University should contribute an amount of atleast Rs. 30 Lacs every year for meeting out the expenses under the scheme.
- b) The funds allotted for the scheme shall be apportioned on 50:50 basis to attend Seminar with in India and abroad.

6. Reimbursement:

The teacher concerned shall submit following self-attested documents through Chairperson/Head of the Department to the office of Finance Officer of the University for reimbursement:

- a) Certificate of paper presentation/participation in the event.
- b) A statement of account giving details of expenditure incurred on various items viz. Travel, Airport Tax, Registration Fee, Visa Fee, Accommodation and Daily Allowance, etc. along with original receipts.
- c) Documentary evidence (RC copy, toll slips, etc.) of journey performed by own vehicle. In case of hired taxi, original bill should be produced.

- d) The details of financial assistance received provided by the organisers of the conference or any other similar Indian/foreign funding agency.
- e) An undertaking declaring the benefit of T.A., D.A., Hospitality, Local transport Charges, etc. claimed under this scheme has not been availed/reimbursed from any other source.
- f) A brief note on the participation along with certificate of paper presentation/participation in the event to be submitted in concerned department with a copy to Director – IQAC and Director – Research of the University for Information.

7. General Guidelines:

- a) The submission of a proposal does not automatically mean that it has the approval of the University.
- b) Teachers selected for participation should travel by economy category tickets in sectors wherever applicable.
- c) The teacher concerned is required to share experience in the DSC on her/his return from the international event.
- d) Teachers when allowed T.A./D.A. to attend the conferences/seminars/workshops/symposia etc. may be treated on duty leave.
- e) Such teachers who are selected for assistance may spend at least 2 weeks in the country where the programme is held and they should utilize the period, outside the programme days, for visiting institutions of their subject field. The work, and the detailed plan of such visits, should be submitted along with proposal to the University. The said period will be considered for duty leave however no financial assistance shall be allowed.
- f) International travel grant to teachers for attending training programmes may be allowed by the Executive Council in exceptional cases.
- g) Permission for attending the conferences/seminars/workshops/symposia shall be granted subject to the availability of funds.
- h) The Vice-Chancellor, Registrar, Officers of the university and teachers of the affiliated colleges are not covered under this scheme.