



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

DWARKA, DELHI - 110 075.

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OFFICE ORDER

The Competent Authority is pleased to approve the revised Regulations for financial assistance to the Faculty Members presenting their work at National / International Conference / Seminars / Symposia. In addition, faculty will also be eligible for attending one more International Conference of repute where he/she will only be given travel grant. It was also decided that effectiveness of the scheme will be reviewed after 3 years. Revised regulation is enclosed herewith.

The revised regulation has been approved by the Board of Management in its 62nd meeting held on 15th March, 2016 vide Agenda No. BM 62.04.

(S.K. Tanwar)

Controller of Finance

Copy to:-

1. All Deans, GGSIPU (USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/USHSS/USE/UCMS)
2. All Directors, GGSIPU
3. All Heads of Branch / Deptt., GGSIPU
4. Controller of Examinations, GGSIPU
5. Librarian, GGSIPU, F.O./II Accounts Branch
6. Executive Engineer, UWD
7. Chairman, UITS - for uploading the same on the University website under the link of Accounts Branch.
8. A.R. to Vice Chancellor
9. S.O. to Pro Vice Chancellor
10. A.R. to Registrar
11. Guard file.

Controller of Finance
Finance Officer-I

Regulations for financial assistance to faculty members for presenting their work at national and international conferences/seminars/symposia.

1. **Purpose:** These regulations shall govern financial assistance provided by G.G.S.Indraprastha University to enable faculty members to present their research work in national and international conferences/seminars/symposia. The financial assistance would encourage faculty members to pursue rigorous research that stands peer scrutiny and elicits peer recognition at the national and international level. Workshops, training programmes, winter/summer schools and faculty development programmes are not covered under these regulations.
2. **Applicability:** These regulations shall apply to full time teaching faculty members (including Deans), who are appointed on a regular basis and have completed 12 months of probation and also to those who are on deputation to the University.
3. **Eligibility:** Eligible faculty members who apply as per the provisions of these regulations (henceforth called 'applicants') shall be provided financial assistance by this University for two reputed conferences/seminars/symposia within India, one reputed conference/seminar/symposium abroad with full financial support and another conference/seminar/symposium abroad with travel grant only, in a given financial year. The criteria for eligibility shall be:
 - (i) Acceptance/Confirmation of the abstract in oral or poster format with the applicant being the presenting author, or an invitation to deliver a plenary or key-note address.
 - (ii) In case of a co-authored abstract involving multiple faculty members of this University, application from only one faculty member will be considered for financial assistance. The applicant will also have to provide a no-objection certificate(s) from the other faculty members who are co-author(s) of the abstract.
 - (iii) The applicant should have published (or submit proof of acceptance of) at least one research paper in a peer reviewed, ISSN journal of repute indexed in a national/international database, or a book chapter in an ISBN book of repute from an indexed national/international publisher, in the previous 24 months (prior to the date of application). In case of applicant being the sole author of a book from an ISBN publisher, the above period shall be 36 months. However, the publication of the book chapter/book should not have been sponsored/funded by this University or any of its affiliated institutions.
 - (iv) The above condition of publication shall not apply to direct recruits as Associate Professors or Assistant Professors who have never availed of University financial assistance for any national/international conference/seminar/symposium. However, they should have either completed their Ph.D. or submitted their theses, or at least fulfilled the minimum registration period of 2 years for full time Ph.D. and 4 years for part time Ph.D.
 - (v) Financial assistance under these regulations shall not be provided for those organized/sponsored/funded by this University or any of its affiliated institutions. The financial assistance provided under these regulations is mainly meant for participation in conferences/seminars/symposia organized by national/ international academies, professional societies, research institutions and other Universities.
4. **Nature of Financial Assistance:** The financial assistance provided under these regulations shall be used for meeting the following expenses:

- (i) Total air/train/road/ship fare including all taxes and duties. Faculty members should travel by excursion category economy class tickets by Air India (or on other airlines using tickets booked through Air India), especially when any government restriction mandating travel only by Air India is in force. When there is no such government restriction, the following UGC norm shall apply: "Persons selected for participation should travel by excursion category tickets by the cheapest air ticket by any airlines (in any case not exceeding Air India fare)." The tickets may be booked directly on the Air India website, or through the following government-approved agencies as prescribed in the case of LTC, such as Ashoka Travels and Tours, IRCTC, Balmer and Lawrie, DTEDC or any other agency as per the list approved by the Government/University from time to time.
- (ii) Visa fees, visa agency charges and other associated costs such as application/translation charges, and airport tax, as applicable.
- (iii) Actual cost of local travel (or permissible mileage in the absence of a bill) between the place of residence and the airport, airport and place of stay in the city of the conference/seminar/symposium. Preference for public transport or the most economical mode of transport should be exercised wherever possible.
- (iv) Registration fee for the conference.
- (v) Lodging at the most economical rates as provided by the conference organizers must be availed. In case of non-availability of such accommodation, the applicant may avail alternative accommodation at rates not more than the lowest rates specified by the conference organizers.
- (vi) D.A./Per-diem as per the prevailing norms of G.G.S.I.P. University for the duration of the conference and upto two days i.e. one day prior to the conference and one day after the conference, excluding the travel period.
- (vii) International travel insurance subject to the minimum comprehensive package available/prescribed by the host country.
- (viii) Faculty members attending conferences/seminars/symposia abroad during summer/winter vacations or other holidays of GGSIPU may combine the duration of their conference with an extended stay for upto two weeks in the host country where the conference is held. They should utilise the period outside the conference days for visiting institutions of their academic/professional interest. The detailed plan of such visits needs to be submitted along with the travel grant application for the approval of the Competent Authority. There shall be no financial assistance provided by this University for such extended stays.
- (ix) In case of participation in a conference/seminar/symposium abroad approved only with travel grant, the nature of financial assistance provided by this University shall be limited to travel fare upto the city of the conference/seminar/symposium as defined in the clause A(i) above.

5. **Procedure to Apply:** Applications from eligible faculty members seeking financial assistance should be submitted in prescribed format (Annexure 1) to the Dean of the concerned University School of Studies. The Dean shall forward it to the Personnel branch within 2 working days. The personnel branch shall put it up to the competent authority for approval within 3 working days. In the case of Deans, their applications shall be directly sent to the PVC/VC. The application should be accompanied by:

- (i) Letter from the conference organizers confirming the acceptance of abstract for oral/poster presentation or invitation for delivering a plenary/keynote address in the conference/seminar/symposium.
- (ii) A copy of the abstract accepted for presentation including the title of the presentation and names of all authors with their affiliations in case of co-authored abstract. The name of the presenting author in the co-authored abstract should be underlined in the abstract.
- (iii) A no-objection certificate(s) from other co-authoring faculty members, if the abstract has multiple faculty members as co-authors.
- (iv) Documents providing information about the conference/seminar/symposium, including the conference website address, conference theme, name of the organizing institution/society/academy, dates and venue.
- (v) Duty leave application of the applicant, which shall be duly sanctioned by the Dean of the concerned School for conferences in India. However in cases of conferences abroad, the duty leave application shall be forwarded by the Dean of the concerned School to the Competent Authority for approval.
- (vi) Travel itinerary and the plan for extended stay, if any.
- (vii) Tentative budget for attending the conference/seminar/symposium.
- (viii) Details of external financial assistance sought/sanctioned/received from the organizers or other sources for this Conference/Seminar/Symposium in cash/kind (including waiver of registration, boarding, lodging, travel), if any.

6. Procedure for Release/Settlement of Grant:

- (i) Once an application for participation of the applicant in the conference/seminar/symposium (including oral/poster presentation, travel itinerary, tentative budget and plan for extended stay as defined in the clause 4(viii), if any, as well as leave) is approved by the Competent Authority, the Personnel branch would convey the sanction to the applicant within 3 working days. The faculty may then draw the advance as per G.G.S.I.P. University norms and/or seek an official sanction order and/or no objection for visa, etc. from the Personnel branch. The Personnel branch shall issue such letter(s) within 3 working days.
- (ii) After returning from the conference/seminar/symposium, the applicant shall submit the above sanction order along with the claim bill in the proforma prescribed by the Finance and Accounts branch, along with supporting bills/receipts/boarding passes, etc., along with a certificate/proof of participation from the conference organizers and the applicant's report about the conference/seminar/symposium through the Dean of the concerned school to the Finance and Accounts branch. The Finance and Accounts branch shall send the certificate/proof of participation from the conference organizers and the applicant's report about the conference/seminar/symposium to the Personnel branch after processing the payment. The faculty member shall also provide details of any assistance received or facilities provided by the organisers of the conference or any other similar Indian/foreign agency, if applicable. Financial assistance received/to be received in cash from other agencies or in kind by way of waiver of registration fee, free accommodation etc., as detailed in clause 5 (viii) cannot be claimed from this University.

- (iii) The applicant shall also submit a copy of his/her report on the conference/seminar/symposium, as well as the report of the academic/professional interaction or work done during the period of extended stay, if any, to the UIRC. The UIRC shall make such information available on the intranet for the benefit of other faculty members and research scholars of the University.
- (iv) Total expenditure up to Rs.2,00,000/- for a conference/seminar/symposium as per the approved budget shall be cleared by the Controller of Finance as per the rules in force. Expenditure exceeding Rs. 2,00,000/- for a conference, or exceeding the sanctioned tentative budget, shall require the approval of the Competent Authority.

Annexure I
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Application for financial assistance to regular faculty members of GGSIPU to present their work at national/international conferences/seminars/symposia in India/abroad

Financial Year:

1. Applicant Details

- a) Name of the applicant:
- b) Designation:
- c) Name of University School of Studies:
- d) Date of completion of probation period on regular appointment:
- e) If on deputation, date of joining the University:
- f) (i) Whether obtained a Ph.D. Degree/ thesis submitted:

(ii) If not, date of confirmation of registration and date of completion of the minimum registration period (2 years for full time and 4 years for part time, as applicable; please attach the DRC letter/BOS minutes indicating the same):

- g) Complete details of research paper(s) or book chapter published in the previous 24 months (prior to the date of application) in a peer reviewed, ISSN journal or ISBN book indexed in a national/international database, provided the publication of the book has not been sponsored/funded by this University or any of its affiliated institutions:
- h) Complete details of authored book with an ISBN number from an indexed national/international publisher, provided the publication of the book has not been sponsored/funded by this University or any of its affiliated institutions in the previous 36 months (prior to the date of application):
- i) (i) Financial assistance availed for participation in any conference/seminar/symposium within India or abroad in the current financial year from GGSIPU University? (Yes/No)

(ii) If yes, details to be provided (whether conference/seminar/symposium within India or abroad, dates of conference, etc):

2. Conference Details

- a) Name of the conference/seminar/symposium:
- b) Name of the organizing Institution/Academy/Society/:
- c) Dates, city and country of the conference:
- d) Address of the Conference Venue:
- e) Website of the Conference and Contact Email:

3. Nature of Participation in the Conference

- a) Whether Oral/Poster presentation:
- b) Whether Presenting author (compulsory):
- c) Whether Single author /co-author (only one author can apply):
- d) Plenary/Keynote speaker: YES/NO

Please attach: (i) letter of acceptance of the abstract for oral/poster presentation or invitation for delivering a plenary/keynote address in the conference/seminar/symposium, (ii) copy of the abstract accepted for presentation including the title of the presentation and names of all authors with their affiliations, and the name of the presenting author underlined; (iii) NOC from other faculty members who are co-authors.

4. Travel Itinerary (Provide proposed dates and route of complete travel)

5. (A) Tentative Budget for attending the conference/seminar/symposium with full financial support from the University

- a) Total Fare of the journey undertaken by air/ship/train/road:
- b) Approximate cost of local travel (or permissible mileage in the absence of a bill) between the place of residence and the airport, airport and place of stay in the city of the conference/seminar/symposium:
- c) Visa Fees:
- d) Airport Tax:

e) Registration Fees:

f) Lodging Expenses:

g) D.A/Per-diem expenses, as per the prevailing norms of G.G.S.I.P. University for the duration of the conference and upto two days i.e. one day prior to the conference and one day after the conference, excluding the travel period.

h) International travel insurance subject to the minimum comprehensive package available/prescribed by the host country

Total Estimated Cost

(B) Tentative budget for attending the conference/seminar/symposium abroad with only travel grant from the University

Total travelfare (inclusive of all taxes and duties) from New Delhi to the City of the conference as described in Clause 4 (i) of the regulations:

Total estimated cost

6. **External Financial Assistance (if applicable):** Details of external financial assistance sought/sanctioned/received from the organizers or other sources for this Conference/Seminar/Symposium in cash/kind (including waiver of registration, boarding, lodging, travel). Such funding can not be claimed from the University and must be excluded from the tentative budget:

a) Name of the external funding source:

b) Received/Sanctioned/Committed Amount and the purpose for which it is to be used:

7. **Relevance to your area of research interest (100-200 words only):**

8. **Plan for extended stay during the conference abroad as defined in clause 4(viii) of the regulations, with complete details:**

9. **Any other information:**

I declare/certify that:

- a) The information furnished above is correct.
- b) The work being presented is substantially non-repetitive in content.
- c) The conference/seminar/symposium for which financial assistance is sought is not organized/sponsored/funded by this University or any of its affiliated institutions.
- d) The financial assistance obtained shall only be used for the sanctioned purposes and claimed only once and assistance from any other source shall be fully accounted for.
- e) I understand that any violation of the above can lead to rejection/recovery of the funding granted.

Date:

Signature of the Applicant

Forwarded and recommended

Signature of the Dean of USS

List of Enclosures:

- (a) One copy of the completed application form.
- (b) Letter of acceptance of abstract for oral/poster presentation or invitation for delivering a plenary/keynote address in the conference/seminar/symposium.
- (c) A copy of the abstract accepted for presentation including the title of the presentation and names of all authors with their affiliations, with the name of presenting author underlined.
- (d) Copy of the letter from DRC/BOS minutes indicating the date of confirmation of Ph.D. registration.
- (e) Copy of one research article/1st page of book/chapter published/accepted in the last 24/36 months.
- (f) A no-objection certificate(s) from the other faculty co-author(s), if the abstract/paper has multiple faculty co-authors.
- (g) Documents providing information about the conference/seminar/symposium, including the conference website address, conference theme, name of the organizing institution/society/academy, dates and venue.
- (h) Travel itinerary, including the plan for extended stay, if any.
- (i) Details of financial assistance sought/sanctioned/received from other Sources/Organizers for attending this Conference/Seminar/Symposium.
- (j) Duty leave application, duly sanctioned by the Dean for conferences in India and forwarded by the Dean for conferences abroad.
- (k) A certificate from Air-India/Air India website/IRCTC indicating the cost of return air fare by economy class by shortest route.