

The Neotia University

Application for financial support to attend seminar /symposium/conference

1. Full name of the Applicant: Date:
2. Department/section: 3. Designation:
4. Regular/part time/contractual: 5. Date of joining to TNU:
5. Current research engagements (if any): *(pls attach separate sheets)*
6. Conference/symposium attended in last 1 financial year:
- 6a. Whether received any financial support from University in this regard previously:
Yes/No *(If Yes, pl. provide details, Annexure-I)*
7. Name of the conference/symposium wish to attend:
8. Nature of the conference/symposium: Local/
Regional/National/International
- 8a. Date, duration and venue of the conference/symposium:
9. Applicant's abstract has been accepted: Yes /No *(pls. attach supporting documents, Annexure-II)*
- 9a. Authorship of the applicant: First/joint first/corresponding/any other *(Annexure-II)*
10. Mode of presentation: Oral/poster
11. Whether applicant is going to chair any of the conference session: Yes /No *(pls. attach supporting documents, Annexure-III)*
12. Registration fees of the conference/symposium:
13. Application for waving the registration fees sent: Yes/No
14. Status of the application (item 13): *(Annexure-IV)*
15. Expected travel expenses: *(pl. Provide details separately, Annexure-V)*
16. Support received from external sources towards attending this conference/symposium (if any):*(Annexure-VI)*
17. How attending this conference/seminar/symposium going to benefit the applicant in terms of research /teaching/skill development? *(pl. attach separate sheet, Annexure-VII)*

18. Amount of financial support requested towards Registration fees:

19. Amount financial support requested towards travel expenses:

Recommendation of the RDC:

Annexure-I

I hereby declare that I didn't receive any financial support / I received financial support on-----

--- for Rs. ----- from TNU to cover registration fees/ travel expenses to attend seminar/symposium/conferences.....

Name of the applicant:

Signature:

Date:

Annexure-II

Pls. attach acceptance letter and documents supporting authorship position in the submitted abstract.

Annexure-III

Pls. attach the invitation letter to chair a session of the conference/symposium.

Annexure-IV

Pl. attach documents showing that you have applied for a waiver of registration fees/travel expenses and has not been accepted/partially accepted, or provide a declaration that no reply has been received.

Annexure-V

Pl attaches details of expected travel expenses.

Annexure-VI

Pl attach details of external financial support for attending this seminar, symposium, conference

Annexure-VII

Describe how you are going to be benefitted by attending this seminar, symposium, conference, workshop in terms of your current research, teaching, skill development etc

Pl. use & attach extra sheet.

Annexure-VIII

I do hereby declare that I shall provide a brief note to the R&D cell within one week time from returning describing my learning outcome, collaboration opportunities etc by attending this seminar/ symposium/ conference/ workshop. I shall also present my work in front of R&D cell within that time.

I understand that whether my travel and registration expenses will be reimbursed or not as per the rule entirely depends upon satisfaction and recommendation of R&D cell.

Name of the
applicant: Signature:
Date:

TRAVEL GRANT POLICY

A. General

1. Regular, full time faculty members may approach to the University for Financial Support towards registration fees and travel expenses to attend national and international seminars, conferences, symposium, workshop etc. to be held in India any time of the year.
2. Faculty member may apply for such support once in three financial years for national/international level seminar, symposium, conferences, workshop etc. to be held within India. Faculty members interested to attend seminars/ conferences/ symposiums etc. outside of India are encouraged to do so by applying for travel grants to various Government and other funding agencies. The University will not provide any financial support/ aid/ grant/ assistance for international travel for attending seminars/ conferences/ symposiums etc. The University may however, consider to provide appropriate leave of absence for attending the aforementioned academic events after due diligence.

B. Eligibility Criteria

1. Applicant must be a regular and full time faculty member of The Neotia University. Faculty members working as a provisional form in TNU shall not be considered for such support.
2. Applicant should have a Ph.D degree from a recognized University/institute or registered for doctoral research to a recognized University/Institute at the time of applying.
3. The seminar/symposium/conference applicant wish to attend should be running at least for three consecutive years including that year.
4. Applicant must submit proofs of acceptance of his /her abstract for the seminar, symposium, and conferences he/she is applying for except for attending workshops.
5. Applicant should be either first or corresponding author of the abstract and should declare in written that no part of the abstract has been published/presented in any format before.
6. All abstracts and subsequent posters etc. should bear the name of The Neotia University as the host University clearly and prominently with the presenting author.
7. Applicant must provide a declaration while applying that no external source of support from any grant agency etc. is available in this regard.
8. Applicant must also submit a brief statement along with the application mentioning why this seminar, symposium, conference, workshop etc. has been chosen and how attending this conference, symposium, seminar etc. expectedly is going to help his/her current research/teaching.
9. Applicant must submit a NOC from respective Departmental HoD/In-Charge mentioning that his/her absence will not hamper normal academic activities of the Department.

10. Applicant should submit documents in support of the fact that application for waving registration charge etc. has been submitted to the organizing committee and either not approved or no reply has been received at the time of applying.

11. Within one-week time after returning from the symposium/conference/workshop, applicant must produce the following to the R&D cell: i) participation certificate ii) A brief report (learning outcome report) to mentioning what he/she has learned, what paper/poster they found interesting etc.

12. Only partial support may be provided (as per management discretion) by the university if the applicant attended such seminar/conferences etc. within the stipulated time frame mentioned above.

C. Mode of application/processing

1. Interested & eligible faculty members (as per eligibility criteria mentioned above) after getting clearance from HoD/in-charge may apply to the R&D cell, if financial support is required.

2. Application must be made in a prescribed format at least 15 days before the date of seminar, symposium or conference.

3. R&D cell may seat together and do the necessary scrutiny for all the application received within that period. Applicant may be called upon to the meeting, if necessary.

4. R&D cell may forward the application to the management for final cost approval based on the merit of the application.

5. If more than one candidate from the same department applies for the same seminar, symposium or conference at the same time, R&D cell may take the decision to choose one candidate eligible, based on the merit of the application, in consultation with Hon'ble Dean/Hon'ble ViceChancellor, if needed.

6. Mere applying and fulfilling all the eligibility criteria mentioned above will not make the applicant automatically eligible for receiving any financial support in this regard.

7. In case, if the applicant is Dean/Director of the university, then the applicant may be entitled to avail air fare towards attending the seminar/conference within India. However, the concerned applicant has to adhere to the policy.

8. TNU may consider the travel grant application from the faculty members once in three years subject to the verification by RDC and subsequent approval from the management.

D. Mode of Payment

1. All the approved financial support will be paid as reimbursement against the actual expenses supported by original bills only after R&D cell satisfied with the learning outcome report and presentation of the applicant within one-week time after returning.

2. Financial support in advance may be paid in some special cases as per management

discretion based on the recommendation of the RDC.

3. The dues shall be paid to the candidate in a period of 10 working days from the date of submission of all approved bills to the Accounts department.

E. Recommendation of the committee

1. Financial support may be provided if all the above mentioned conditions are fulfilled in the following format:

- Registration fees (National level): Maximum Rs. 5000/- (Rs. Five Thousand only)
- Registration fees (International level, within India): Maximum Rs. 7000/- (Rs. Seven Thousand only)

2. Travel allowances also may be provided if all the above mentioned conditions are fulfilled in the following format:

- Travel allowances (National Level/International level, Travel in shortest route by AC 3 tier class for round journey): Maximum Rs. 3000/- (Rs. Three thousand rupees only)
- Travel allowances (National/International level in India): Travel allowances may be given to the Deans/Directors in economy class for attending seminar and conferences in India (Air fare to and fro: Maximum Rs. 20,000).

3. No travel allowances will be provided if the seminar/symposium/conference venue is within 30 km radius from University/College campus or from applicant's residential address.