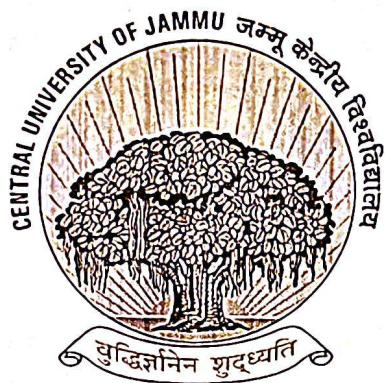


CENTRAL UNIVERSITY OF JAMMU

Guidelines for Attending & Organising Seminar/ Workshop/ Conferences



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Preface

The Central University of Jammu encourages its faculty members/Research Scholars/students to attend and present their research papers in academic seminars, conferences, workshop, etc., for at home and abroad. It also motivates each Department of the University to organise/conduct Seminars/Conferences/Workshops/Symposia, etc.

Vide notification No. CUJ/Adm/B-14/2014/3368-3380 dated 1 June 2015, the Vice Chancellor of the Central University of Jammu has reconstituted a committee (F.No. CUJ/Acad./2015/224-2252) of the following members to frame guidelines for:-

- a) Outstation visit of teaching faculty for attending Seminars, Workshops, Paper presentation, etc;
- b) Organising Seminars/Workshops/other University functions ,etc;

1. Prof. Lokesh Verma	Convenor
2. Prof. Harjeet Singh Sehgal	Member
3. Registrar	Member
4. OSD (Finance)	Member
5. Dr. J. Jeganaathan	Secretary

The Committee is tasked to frame guidelines with reference to:-

- I. Number of visits to be allowed during an year to each faculty member.
- II. Re-imburement of expenditure incurred for attending outstation Seminars/Workshops/presenting research paper(s), etc.
- III. Duration, Number and Expenditure to be incurred for conduct of Seminars/Workshops within the University Campus by each Department
- IV. Holding other University functions

In light of the above, the following guidelines have been proposed.

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1. GUIDELINES FOR OUTSTATION VISIT (HOME/ABROAD) OF TEACHING FACULTY FOR ATTENDING SEMINARS, WORKSHOPS, CONFERENCES AND PAPER PRESENTATION.

1.1 Objective

To provide opportunities to the faculty for enhancing their skills and/or to add to their professional competence through exposure to and interaction on the recent research and development programmes in the fields of their specialization.

1.2 Leave Admissible

- a. As per UGC norms, a faculty member is entitled for 30 days Duty Leave in an academic year.
- b. Maximum 7 days of Duty Leave without prefix and suffix shall be granted to a faculty for attending/participating in Seminars, Conferences, Workshops, Paper Presentation, etc. as per requirement.
- c. However, a faculty may not be granted all Duty Leaves at one time.
- d. If an event falls during vacation or holidays, only prior permission and a station leave are required to attend the same. The period shall not be counted towards Duty Leave.

1.3 Financial Assistance

Faculty can avail financial support for presenting paper or participating in seminars/conferences/workshops/symposia at National level once in an academic year. The applications shall be processed based on the seniority and recommendation of the Head of the Department/Dean of the School as per UGC guidelines (in which the faculty presenting paper shall be given preference).

1.3.1 National Level Participation

The applicants shall be provided financial assistance up to **Rs.10,000/-** or the actual expenditure whichever is less. However, this limit can be relaxed in case of Professors/HoDs/Deans/Pro-Vice-Chancellor. The amount is subject to revision as per UGC guidelines. It is inclusive of the registration fee and TA/DA.

1.3.2 International Level Participation

The financial assistance of Rs. 35,000/- shall be given/provided, as financial assistance for faculty if recommended by the committee constituted for the purpose by the Vice-chancellor. Physically

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Handicapped Teachers will be provided financial assistance once in two years and for other once in three years. [The necessary document/certificate must be enclosed with the application for relaxation.]

For the payment of daily allowance (Per Diem Allowance), the Government of India's rates will be followed. D.A. will be paid for the duration of the conference plus four days i.e. two days before and two days after the conference, which will include the travel period subject to production of bills (in original).

A partial amount (70 per cent of the total amount) shall be released before the conference and the balance amount due to the candidate shall be disbursed in one instalment after the conference is over and relevant documents are submitted by the applicant.

Faculty selected for participation should travel by economy class in sectors by the cheapest air ticket by any airline (in any case not exceeding Air India fare). Actual fare not exceeding AC II Class train fare will be admissible for travel from the University to the nearest airport and back. In case of Vice-Chancellor, it will be as per entitlement.

1.4 Guidelines to apply for the Financial Assistance

- a. Applications are forwarded through proper channel i.e. through HoD & Dean and received at least one month prior to the date of the national seminar/symposium/workshop.
- b. In case of an international seminar/symposium/workshop, application shall be submitted to the concerned HoD who will forward to the Dean with his recommendation at least 60 days before the date of departure along with following documents.
 - i. Invitation and acceptance of his/her paper to be presented in the conference/seminar/symposium/workshop or an invitation to chair a session or for delivering key note address/plenary lecture/invited under international collaboration exchange programmes or invited to give symposia/talks. Those who have been requested to chair the conference or a section thereof and/or have not availed of financial assistance in the past will receive preference over other applicants.

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- c. The applicant should submit brief details of organizers, title of the programme, place in which paper is to be presented or participation as desired. The participants shall be encouraged in case of teachers chairing session, key note address etc.
- d. In case of multiple applications for a single paper, preference will be given in order of authorship seniority.
- e. In case of multiple applicants from same department for same event, preference will be given in order of seniority keeping in view the chances availed earlier.
- f. The applicant has not availed financial assistance from Central University of Jammu (CUJ) in the last three years. However, this period may be relaxed by the competitive authority in special cases.
- g. Ordinarily, one should have put in a minimum of two years in the University service before being eligible to receive the financial assistance for participating in conference/ seminar/ symposium/ workshop; the financial assistance shall be granted to a faculty for international travel once in 3 years.
- h. In case the application is approved, the University will initially issue a commitment letter agreeing to support. The balance amount will be reimbursed to the candidate only on his return after participation in the conference and fulfilling the terms and conditions and submission of claim of bills (in original) through proper channel.
- i. For international conference' application should be sent in the prescribed application form along with all necessary enclosures with a copy of the paper, acceptance letter from the organizers of Conference and the full text of the paper proposed to be presented in the Conference two months prior to the commencement of the conference. Incomplete applications will not be considered and no correspondence will be entertained in this regard.
- j. The submission of a proposal does not automatically mean that it has the approval of the authority. If the paper is co-authored, then no-objection certificate(s) from the author(s) may be attached with the application. In case of two or more applications for the same paper(s) only one application will be considered and priority will be given to the first author or as the committee may recommend.

Teachers going under the International collaboration exchange programme with INSA, CSIR, DST, ICSSR, ICAR, ICHR, MCI and other agencies may be provided assistance to the extent of 50% of their

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travel expenses under this scheme subject to maximum limit as provided in clause 1.3.2.

- k. The proposal(s) received duly completed in all respects will be evaluated by the Central Research Committee. (i) The Committee will examine the level of programme and standing of the institution organising the event should also be truly international/national/professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary. (ii) the committee will decide about the percentage of admissible expenditure mentioned for travel, airport taxi, maintenance and registration charges etc., for assistance out of UGC grant. The committee will review and take decision on case to case basis looking to the utility and relevance of the visit (iii) Based on their recommendation, a final decision will be taken by the authority. After the approval, an approval letter shall be sent to the candidate.

1.5 Documents Required

- a. A copy of the Invitation from the organizers and other related correspondence
- b. A copy of the technical programme (tentative) of the event
- c. A copy of the evidence in support of acceptance of the paper or presentation and or invitation from organiser to chair a session or an invited speaker
- d. Details regarding the financial assistance provided by organisers and/or other funding agencies (if any)
- e. Brief note on the benefits arising on attending the seminar
- f. Three copies of full text of abstract(s)/document(s)/paper(s) to be presented by the teacher at international conference

1.6 Re-imbursement of Expenditures

- a. Re-imbursement of expenditures shall be done as per University Norms duly sanctioned by the competent authority after proper scrutiny of the application.
- b. The reimbursement or advance/settlement should be done by the claimants within 15 days after joining the duty in the university.

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- c. Applicants shall be encouraged to explore other funding sources, both governmental and non-governmental, in case they need more assistance than the stipulated amount by the University or UGC.

2. GUIDELINES FOR ORGANISING NATIONAL AND INTERNATIONAL - SEMINARS, WORKSHOPS, CONFERENCES AND OTHER UNIVERSITY FUNCTIONS IN THE UNIVERSITY

2.1 Objectives

The faculty members are encouraged to organise national and international seminars, conferences, workshops and other such events at individual and departmental level in order to:-

- a. Provide a platform for intellectual discourse in respective fields
- b. Build network of experts at national and international level
- c. Create opportunities for the promising young scholars
- d. Establish institutional contacts through academic dialogue
- e. Promote innovation, creativity and scientific research temper in their respective research areas

2.2. Planning

2.2.1 A systematic planning is essential to achieve the intended objectives of such activities.

2.2.2 An event shall be planned at least **60days** before the proposed date of the event. However, in case of International event it shall be before at least **90 days**.

2.2.3 An organising committee shall be constituted first by the department to plan, execute and manage the entire process of the event. Students or scholars participation in the process is to be encouraged/involved.

2.2.4 The organising department shall identify specific date or period in which it would like to organise the event in a calendar year. This may be made as a routine annual feature in their academic work. Nevertheless, theme of the event may vary according to the choice every year.

2.2.5 Events in collaboration with other institutions/organisation shall be highly appreciated.

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2.3. Documents required

- 2.3.1 Concept Note:** The organising committee shall prepare and submit a detailed concept note of a seminar, conference, workshop/symposium to be organized. The concept note shall briefly explain the background of the theme; its relevance; problems or issues to be discussed, clearly specifying the intended objectives of the event.
- 2.3.2 Tentative Programme:** A tentative programme of the proposed event shall be prepared and duly enclosed along with the concept note. This shall provide a detailed structure of the event including technical, inaugural and valedictory sessions.
- 2.3.3 List of Participants:** Brief bio-data of invited/selected participants/speakers (including key note speakers or chief guests shall be submitted). This shall include those who have already confirmed their participation as well as to those who still to confirm.
- 2.3.4 Budget Proposal:** An approximate budget for the event shall be prepared as per format prescribed (see Appendix for a sample).
- 2.3.5 Publication:** The organiser shall prepare and submit a published report of the seminar or conference or workshop within 60 days after the event. All the departments are encouraged to publish their research papers in an edited volume with a reputed publishing company and the university shall facilitate the process. A separate budget proposal shall be prepared for publications as well mentioning the cost and number of copies required.
- 2.3.6** For organising International Conference, Department may obtain NOC from Ministry of Human Affairs and Security Clearance well in advance as per rules.

2.4. Organisational guidelines

- 2.4.1** Organisers are requested to use cost effective and eco-friendly materials only.
- 2.4.2** Events shall demonstrate the high quality organising skills and a spirited team work.
- 2.4.3** It shall be ensured that there shall be no goof-ups that would cause inconvenience to the guest participants/speakers.
- 2.4.4** Standard academic etiquettes shall be observed during the event.
- 2.4.5** Invitation along with a brief programme shall be sent to local participants before at least 5 days before the event and for out station

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participants at least a week before the event. It shall be sent via email as well.

2.4.6 Punctuality shall be strictly observed.

2.4.7 A travel itinerary shall be prepared with the travel details of the guest speakers and out-station participants for a smooth local transport arrangements. Accounts shall be presented soon after the event.

2.4.8 Photographs or videos of the event shall be uploaded in the university website along with brief write up and report.

2.5. Financial Assistance

2.5.1 Financial assistance for organising **International** Seminar/ conference/ workshop shall be up to **Rs.2 Lakh**. To qualify an international seminar, 10 per cent of the paper presenters/ participants should be drawn from outside the country.

2.5.2 Financial assistance for organising National Seminars/ conferences/ workshops shall be up to **Rs.1.5 Lakh**. To qualify a national seminar, 10 per cent of the paper presenters/participants should be drawn from outside the state of J&K.

2.5.3 Financial assistance for organising **Regional** level Seminar/ conference/ workshop shall be up to **Rs.1Lakh**. To qualify a regional level seminar, 10 per cent of the paper presenter/participants shall be drawn at regional level.

III. GUIDELINES FOR HOLDING/ORGANISING UNIVERSITY FUNCTIONS

3.1. Objective

The University encourages the departments/Schools and allied bodies to organise/hold activities/ events/ lectures/ talks/ discussions/ interactive sessions/ functions/co-curricular activities.

3.2. Guidelines

All functions of the university shall be planned well in advance by the organiser.

A letter of intent to organise event/function shall be sent/forwarded for approval and notification to the concerned authority with the following documents at least 15 days before the scheduled event/functions:

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1. Tentative programme
2. List of participants and number of expected audience
3. Budget proposal (Item-wise break-up of expenditure)

Venue for the event shall be booked well in advance through prescribed form available with the concerned section based on the requirement in terms of expected number of participants and audience.

Local transport shall be provided upon request from the organiser through the prescribed format or arranged out of approved fund for organising the event.

Financial assistance shall be decided based on the budget proposal recommended/approved by the concerned authority.

A detailed report of the event/function shall be submitted to the university with a week after the event along with photos.

For any other matters pertinent to holding or organising university functions/event shall be discussed/resolved with the concerned authority as per university norms as and when required in the light of recommendations/guidelines of UGC.

Dr. V. S. S. S.

Dr. A. K. S.

Dr. M. K. S.

Dr. S. K. S.

Dr. J. K. S.

2.7. Appendices (specimen)

1. BUDGET PROPOSAL

SEMINAR/CONFERENCE/WORKSHOP Title, Date and Venue			
1 TRAVEL			
Air Travel (To and Fro)	Persons	Fare / pax	AMOUNT INR (approx)
Local Transport			
		Total	
2 ACCOMODATION			
Bed & Breakfast	Value	Rate/pax in INR	
Conference Food & Beverages			
		Total	
3 CONFERENCE			
Conference Materials	Value	Rate/pax in INR	
Pre-conference printing			
Folders, Booklet, Notepad and Pens etc			
4 HONORORIUM			
	Persons	Rate/pax in INR	
		Total	
5 MISCELLENEOUS			
6 PUBLICATION			
	Copies	Rate/Copy INR	
7. ANY OTHER (PLEASE SPECIFY)			
		Total	

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2. Travel Itinerary (format)

TRAVEL ITINERARY											
Title of the Event											
Date & Venue											
S.No.	Name	Flight Sector		Arrival			Flight Sector		Departure		
		From	To	Date	Time	Flight	From	To	Date	Time	Flight
1											
2											
3											
4											
5											
6											
7											
8											
9											

3. Tentative Programme (format)

Title of the Event
Date & Time
Venue
Inaugural Session
Time (24hrs format) *Particulars*
Technical Sessions
Time (24hrs format) *Particulars*
Valedictory Session
Time (24hrs format) *Particulars*

