

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 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:
18. Amount financial support requested towards travel expenses:

Recommendation of the committee:

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 attach 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 committee 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 committee 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 committee.

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, work shop etc. to be held in India or abroad any time of the year.
2. Each faculty member may apply for such support once in a financial year for national/international level seminar, symposium, conferences etc. to be held within India and once in a three financial years for international seminar, symposium, and conferences to be held outside India.

B. Eligibility Criteria

1. Applicant must be a regular, full time faculty member and working for the University at least for a year without any break.
2. Applicant should have a Ph.D degree from a recognised University/institute or registered for doctoral research to a recognised 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 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, applicant must produce the following to the R&D committee: i) participation certificate ii) A brief report (learning outcome report) to mentioning what he/she has learned, what paper/poster they found interesting etc. Additionally, the applicant also should present his/her work in front of the R&D committee which he/she has presented in the symposium/conference.

12. Only partial support may be provided (as per management discretion) if the applicant attended such seminar/conferences etc. within the stipulated time frame mentioned above (item # A2) with support from external sources.

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 committee, if financial support is required.

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

3. R&D committee may meet together on a monthly basis 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 committee may forward the application with their recommendations to Hon'ble Vice Chancellor for further processing on a case to case basis, who will further share the application with 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 committee may take the decision to choose one candidate eligible, based on the merit of the application, in consultation with Hon'ble Vice Chancellor, 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.

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 committee 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 Honourable Vice Chancellor.

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 to cover 80% of the registration fees or the maximum amount set below, whichever is less from within the Departmental/School Budget; in the following format:

- Registration fees (National level): Rs. 5000/- (Rs. Five Thousand only)
- Registration fees (International level, within India): Rs. 5000/- (Rs. Five Thousand only)
- Registration fees (International level, Outside India): Rs. 30000/- (Rs. Thirty thousand only)

2. Travel allowances also may be provided if all the above mentioned conditions are fulfilled to cover 80% all of the actual travel expenses or up to the maximum as mentioned below, whichever is lower.

- Travel allowances (National Level): (Travel in shortest route by AC 3 tier class): Rs. 1500/- (Rs. One thousand five hundred only)
- Travel allowances (International Level, within India): (Travel in shortest route by AC 3 tier class): Rs. 2000/- (Rs. Two Thousand only)
- Travel allowances (International Level, outside India): (Travel in shortest route in economy class): Rs. 50000/- (Rs. Fifty thousand only)

3. No travel allowances will be provided if the seminar/symposium/conference venue is within 50 km radius from University/College campus or from applicant's home address.