



**Policy for Providing Financial Support to Attend
Academic Development Programs (Seminars,
Conferences, Workshops etc.)**



**Dr. Bhimrao Ambedkar University,
Agra**

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A. Preamble

Education is a dynamic field that is constantly evolving to meet the changing needs of students and society as a whole. Dr. Bhimrao Ambedkar University, Agra is committed to promote a culture of lifelong learning, innovation, and research among our teaching staff. We firmly believe that empowering our educators with opportunities for professional development will not only benefit them individually but will also facilitate to improve teaching practices and enriched educational experiences for our students. To enhance the quality of education and fostering the continuous growth of our educational institution/organization, we hereby establish this policy to provide financial support to our dedicated teaching staff for attending conferences, seminars, symposia, and covering membership fees of professional bodies. The present policy aims to encourage and facilitate the professional growth of our educators, thereby fostering a culture of excellence, innovation, and expertise within our academic community.

This policy is designed to support the following key objectives:

- 1. Enhancing Knowledge and Skills:** We acknowledge that the educational landscape is ever-changing, and staying abreast of the latest advancements in pedagogy, curriculum design, technology, and research is paramount. Financial support for attending conferences, seminars, and symposia will enable our teachers to gain new insights, techniques, and strategies to be followed in their classrooms.
- 2. Networking and Collaboration:** Professional development programs (Seminars, Conferences, FDPs, Refresher courses, Workshops etc.) by reputable bodies provide valuable networking opportunities. These connections can lead to collaboration with peers, sharing of best practices, and exposure to diverse perspectives, all of which enrich our educational environment.
- 3. Research and Innovation:** Participation in conferences, seminars, and symposia encourages our teaching staff to engage in research and innovation. It fosters a spirit of inquiry and exploration that can lead to the

development of new teaching methods and solutions to educational challenges.

4. **Fostering a Culture of Excellence:** By supporting our educators in their professional development, we aim to cultivate a culture of excellence within our institution/organization. This will not only benefit our teachers but will also elevate the quality of education we provide.
5. **Strengthening Commitment:** Recognizing and supporting our teachers' dedication to their own growth reinforces their commitment to our institution/organization and its mission. It fosters a sense of value and recognition for their hard work.
6. **Alignment with Accreditation and Quality Standards:** Many accreditation bodies and quality standards in education place a strong emphasis on continuous professional development for teaching staff. This policy helps to ensure that our institution/organization remains in compliance with these requirements.

B. Policy and Guidelines

Major categories for providing financial support to the teachers to promote Teaching Learning and related activities, Research and related academic activities, Co-curricular, Extracurricular and Professional Development Activities are

(a). Travel Grant (Abroad)

(b). Travel Grant (Within India)

The details of the policy and format of application form are as follows.

(a). Travel Grant (Abroad)

1. Permanent teachers/Scientific/Technical/Administrative staff i.e. Pro VC, Registrar, FO, Controller of Examination/Librarian/ Director Physical education of the University are eligible to avail UGC travel Grant.
2. The Conference/Seminar/workshop for which the travel grant is availed should be purely academic in nature and preferably organized by university or other recognized academic bodies.
3. Financial assistance for international travel shall be provided in the following order of preference to teachers

- a. Those delivering key-note address plenary lectures
 - b. Those contributing a paper
 - c. Those invited to chair a session
 - d. Those invited under International Collaboration exchange Programs.
 - e. Those invited to give Symposia talks/invited lectures or invited to discuss arts.
4. Under this scheme, financial assistance for international travel, to a teacher will be available **once in 3 years**.
 5. An application for travel grant may be sent to the concerned University authority through Head of the Department at least **sixty days (two months)** before the date of programme.
 6. Post Facto applications i.e. application after under taking the travel, shall not be entertained.
 7. Teachers selected for participation under the scheme should travel by shortest route and by most economy class.
 8. Local travel within India (to and fro from Agra to the International Airport) is permissible as per entitlement.
 9. Local travel Abroad from the International Airport to the destination or conference/Seminar venue from the place of stay, is permissible by any mode of transport on submission of actual tickets/bills/receipt with the maximum limit of the 20% of the total International Air fare or whichever less is.
 10. Daily allowances (per diem) is permissible as per GoG rules only for the days of the conference plus two days extra.
 11. Reimbursement of Registration fees is permissible as per actuals.
 12. No reimbursement shall be given for Visa fees and insurance fees. The cost towards this has to borne by the Teacher selected for participation under the scheme.
 13. Teacher selected for participation under the scheme will have to submit a detailed report of the entire trip with within 15 days of returning from the trip to the Hon'ble Vice-Chancellor with a copy marked to the UGC section for record.

14. In case of multiple authors of any paper, only one author will be entitled to avail the same.
15. UGC travel grant is a reimbursable grant. Teachers will have to undertake the trip at their own cost.
16. Reimbursement shall be done as per the guidelines and availability of the funds under the scheme.
17. If number of applicants is more and fund less, distribution will be done either on merit or in proportional manner.
18. Final allocation of the grant under the scheme shall be done by the committee appointed by the Hon'ble Vice-Chancellor.
19. The bills for international travel must be submitted in originals to UGC section after receiving the final allocation letter.
20. In case of any dispute or controversy, Vice-chancellor is authorized to take necessary decision.

(b). Travel Grant (Within India)

1. Permanent teachers, Research Scholars, Registrar, Librarian, director Physical Education of the University are eligible to avail UGC Travel Grant **(Within India)**
2. Financial assistance for Travel within India shall be provided for presenting papers at academic conferences/ seminars/ symposia/workshops or for attending academic training programs within India.
3. Under this scheme, financial assistance will be available **once in six months.**
4. Application for availing the grant shall be sent to the UGC section in the prescribed format through Head of the Department.
5. Application shall be accepted throughout the year.
6. TA/DA as per University Rules and Registration fees on production of receipt, subject to a maximum of Rs. 15,000/- shall be paid on 100% basis.
7. Teacher selected for participation under the scheme will have to submit a detailed report of the entire trip within 15 days of returning from the trip to Hon'ble Vice-Chancellor with a copy marked to the UGC section for record.

8. In case of multiple authors of any paper, only one author will be entitled to avail the scheme.
9. The bills must be submitted to UGC section in original.
10. In case of any dispute or Controversy, Vice-Chancellor is authorized to take necessary decision.
11. In addition to above, Contract teachers will also be provided financial assistance once in a year.

Application form for Attending Conference/Seminar/Symposia etc.

(Abroad)

1	Name of the teacher Designation/Department/Faculty	
2	Name of the Conference Place & Date	
3	Name of the organizing Institution/Govt. Body/ Govt. Accredited agency (Attach Documentary evidence)	
4	The Conference/Seminar is being attended as/for (a) Member of any committee (b) Chairman of Committee (c) Delivering Key note address (d) Plenary Lectures (e) Presenting paper- I Oral Presentation II Poster Presentation (f) To give Symposia/talk/invited lectures/discuss (g) Not covered under any of the above categories	
5	Title of the paper/lecture/talk (Attach invitation letter/letter of acceptance of the paper along with one copy of paper)	
6	Name/s of Author/s (in order as they appear on the paper)	
7	Estimated Expenditure: (a) Air fare (by shortest route + Economy class only): (b) Registration Charges: (c) Daily Allowances:	
8	Details of Financial Assistance received or applied from different funding Agencies, i.e. State Govt.,	

	INSA, DST, UNDP, ICSSR, ICHR etc or other sources recognized by the University.	
9	State whether ready to bear the balance of expenses from own fund, if approached and failed to get the required amount from other sources as stated above.	
1 0	Whether you have attended International Conference/ Seminar/ Symposia etc. under the UGC Travel Grant during last three years	<u>Yes/No</u>
1 1	If Yes	
	Date and Year of visit	
	Place of visit	
	Name of Conference	

Signature of the Applicant

The above information given by the teacher is in order. Specific recommendation of the Head of the Department regarding the level of the Conference/ Seminar/ Symposium and the standing of the institution organizing the event i.e. International/ National/ Professional and capable of enhancing skills or add to the professional accomplishment of the beneficiary.

Signature and Stamp of the Head of the Department

Note- Please do not apply if the grant for travelling Abroad from UGC “Travel Grant” has been availed in last three years

Application form for Attending Conference/Seminar/-Symposia etc.

(Within India)

1.	Name of the Department/Faculty	:	
2.	Name of the Teacher with Designation	:	
3.	Name of the Conference, Organizing body, Place and Date	:	
4.	Whether the teacher recommended is a member on any committee of the Conference	:	
5.	(a) Whether he/she has contributed any research paper	:	
	(b) If yes, Title of the Paper	:	
	(c) Whether the said paper is accepted	:	
	(d) If yes, please attach a copy of the letter of Acceptance and a copy of paper to be presented	:	
6.	Estimated Expenditure	:	
	(a) Travelling Allowance (as per entitlement)	:	
	(b) Daily Allowance	:	
	(c) Registration Fees (if any)	:	
	Total	:	
7.	Whether you have availed "Travel Grant" under the UGC "Travel Grant" during last Six months	:	
8.	If Yes	:	
	Date and Year of visit	:	

	Place of visit	:	
	Name of Conference	:	

Signature of Applicant

Head, Dept. of.....

Note: Please do not apply if the grant for travelling within India from UGC “Travel Grant” has been availed in last six months.