

**JAMIA HAMDARD
(ACADEMIC SECTION)
HAMDARD NAGAR, NEW DELHI**

NO.: AS/SC-142(AC)/JH-1/2011
26 May 2011

OFFICE ORDER

The Standing Committee of Academic Council in its meeting held on 28.04.2011 has modified the Guidelines for availing financial assistance under Travel Grant of the Merged Schemes of the UGC as follows with immediate effect:

1. *Priority will be decided based on the track record of the teacher in terms of teaching, research and participation in other university affairs; publishing his/her research work in peer reviewed national/international journals. Only those teachers will ordinarily be given permission who have published at least one paper in a reputed international/national journal in the last two years.*
 - a) *Ordinarily, one teacher per department will be given financial assistance so that the assistance is evenly distributed among all the departments of the University. Priority list will be prepared by the Head of the Department.*
 - b) *Only those teachers will be considered for financial assistance out of the financial grant of the UGC who have served the University at least for a period of two years.*
 - c) *The criteria provided in the UGC guidelines should be met in order to receive the funds from Travel Grants of the Merged Schemes of the UGC.*

The guidelines for scheme of Travel Grant of the Merged Schemes of UGC (2007-2012), among others, indicate as under:

- i) *The teachers etc. be permitted to avail this facility once in six months, so as the benefit can be extended to more and more people.*
- ii) *TA/DA as per university rules and registration fee, subject to a maximum of Rs. 10,000/- may be paid to attend conferences/seminars/symposia/ workshops etc. within India.*
- iii) *An application for grant should be sent by teachers/officers etc. to the appropriate University authority through the Head of the Department 30 days before the date of the programme.*

2. *A teacher will ordinarily be permitted to attend only one conference outside India in any year.*
3. *A teacher who has availed an EOL of more than 3 months for an assignment outside India including for training/advance research etc will need a 'cooling' period of 1 year before a foreign trip is permitted.*
4. *If a teacher attends a conference during vacations (winter/summer) and no financial assistance has been provided by the University, it would not be counted for calculating the number of conferences as above. Similarly if one attends a few sessions in a conference being held at NCR, without any interference in the classes, it will not be counted for this purpose.*
5. *Applications for such request should be submitted with the acceptance letter and a copy of the abstract of the accepted paper along with the list of publications for last two years and other supporting documents to the Registrar.*
6. *For attending workshops and training programmes, preference will be given to young teaches under the age of 40 who are at the level of Assistant Professor.*
7. *In case of invitation, preference will be given to candidates who receive a waiver of accommodation and/ or registration fee and/ or local hospitality etc.*
8. *Support will be extended for the conferences which are organized by the International Unions or Associations reputed in that particular discipline of specialization (A Certification to this effect should be provided by the Head of the Department). Preference will be given to those who have been invited to deliver invited talks/ plenary lectures / key note address or preside over a session.*
9. *For providing funds to senior teachers (Associate Professors/Professors) who have invitation as faculty/expert for training courses/workshops, preference will be given to teachers who obtain some financial support such as TA, local hospitality etc. from the host organization.*
10. *For conferences/seminars/symposia conducted in India, any one or more than one of the above conditions may be relaxed by the Competent Authority to enable a teacher to attend the conferences if the Authority is convinced that teacher's participation will be helpful in teaching/research programme of the department.*
11. *Special requests for seeking an exception to any of the guidelines must be submitted with proper justification and with supporting documents well in advance.*
12. *Preference will be given to teachers who did not receive any support from Jamia Hamdard in the past.*

13. Preference will be given to those who obtain at least 50% funds out of the required funds from other funding agencies like, CSIR, AICTE, ICMR, DST, DBT etc.

14. Poster presentations will not be entertained. However, in exceptional circumstances where organisers do not invite oral presentations, poster presentations may be considered by the University subject to the condition that the candidates shall have to submit the documentary evidence of the preference of the organisers for Poster Presentations.

15. Any amendments/addendum/alterations in these rules as notified by the UGC will be applicable for awarding the financial assistance from UGC.

Deans and Heads of Departments may ensure compliance of the following guidelines while forwarding applications to Registrar for assistance under the scheme.


(V.K. Kakkar)
Officiating Registrar

Copy to:

All Deans of Faculties
All Heads of Departments (Through Deans of Faculties)
In-charge, Web Cell
Secretary to Vice Chancellor