

Document No.:- RO2032-221118

Subject: Participation of teachers in National and International Conference/Symposium/ Workshop/ Seminar/ Congress/ Convention/ training etc.

In pursuance of the decision taken by Academic Council vide item No. 44A-6 of its 44th meeting held on 22.10.2018 the Vice-Chancellor has approved the following recommendations of the Committee constituted under the Chairmanship of Dean, PGS for participation of teachers in National and International Conference/Symposium/ Workshop/ Seminar/ Congress/ Convention/ training etc.

Guidelines already approved by the Academic council in its meeting held on 20.04.2016.	Recommendations of the committee approved by Academic Council in its meeting held on 22.10.2018.
Participation in National and International Conference/Symposium/ Workshop/Seminar/Congress/Convention etc.	(A) Participation in National and International Conference/Symposium/ Workshop/Seminar Congress/Convention etc.
<p>(i) Short listing for participation in the conference etc. will be guided by the following in order of priority:</p> <p>a. Keynote speaker/ invited lecture/ lead lecture/ Panelist/ Chairman/ Co-Chairman/Reporteur etc.</p> <p>b. Oral presentation</p> <p>c. Poster presentation</p> <p>d. Office bearers of the Society concerned</p> <p>Participation in the conference etc. without any of the activities listed from (a) to (d) above may not be considered/ allowed.</p> <p>Faculty members who are above or equivalent to the rank of Assoc. Professor, if invited for any activity listed in (a) above, will be considered for a maximum of two chances only in financial year. The controlling officer will allow them by granting duty leave without any financial liability whatsoever on the part of the University. The Director, HRM shall be informed accordingly by the Controlling officer. Faculty members who have availed two such chance earlier will not be considered for participation in one more national/ international conference.</p>	<p>(i) Short listing for participation in the conference etc. will be guided by the following in order of priority:</p> <p>a. Keynote speaker/ invited lecture/ lead lecture/ Panelist/ Chairman/ Co-Chairman/Reporteur etc.</p> <p>b. Oral presentation</p> <p>c. Poster presentation</p> <p>d. Office bearers of the Society concerned</p> <p>Participation in the conference etc. without any of the activities listed from (a) to (d) above may not be considered/ allowed.</p> <p>Faculty members who are above or equivalent to the rank of Assoc. Professor, if invited for any activity listed in (a) above, will be considered for a maximum of two chances only in financial year. The controlling officer will allow them by granting duty leave without any financial liability whatsoever on the part of the University. The Director, HRM shall be informed accordingly by the Controlling officer. Faculty members who have availed two such chance earlier will not be considered for participation in one more national/ international conference.</p> <p align="center">When the conference/symposium/ seminar/congress/convention etc. is organised at the headquarter, the participants should be between 10-15 keeping in view the availability of university funds. However, in case the teacher have funds in the scheme funded by outside agency, he may be considered.</p>
<p>(i) As far as possible, faculty members will be allowed to attend, preferably one conference in a financial year related to his/ her work/ specialization. Faculty members, who have never attended any conference etc., will get priority over those who have availed one chance. More than one conference in a year is not encouraged. However, this practice will not be applicable for the faculty members who have to receive award/ recognition of the professional society/ congress/convention etc. of the subject. It should be endeavour that the teachers are sent to the conference in a rational manner. Some teachers are not sent at all, whereas some are sent to a large number of conferences, though there is need to encourage participation of teachers in the conference etc. yet it should be within proper limits of one in a year. Funds will be provided for only two conferences depending upon the availability of funds. A staff member will be allowed second chance with the condition that funds will be reimbursed in the month of March.</p>	<p>(ii) As far as possible, faculty members will be allowed to attend, preferably one conference in a financial year related to his/ her work/ specialization. Faculty members, who have never attended any conference etc., will get priority over those who have availed one chance. This practice will not be applicable for the faculty members who have to receive award/ recognition of the professional society/ congress/ convention etc. of the subject. It should be endeavour that the teachers are sent to the conference in a rational manner. Some teachers are not sent at all, whereas some are sent to a large number of conferences, though there is need to encourage participation of teachers in the conference etc. yet it should be within proper limits of one in a year. Funds will be provided for only two conferences depending upon the availability of funds.</p>
(ii) to (viii)	(i) to (viii) No Change
(ix) If the number of participants in a particular conference etc. is up to three, the Director, HRM will directly submit the case to the Vice-Chancellor for approval at his / her level, if the registration fee is more than Rs. 5000/- . However, if the number of participants in a	(ix) If the number of participants in a particular conference etc. is up to three, the Director, HRM will directly submit the case to the Vice-Chancellor for approval at his / her level, if the registration fee is more than Rs. 6000/- . However, if the number of participants in a particular conference is more than

particular conference is more than three, it will be optimized on the recommendation of the committee consisting of the Director of Research, Director Extension Education and Dean of the college concerned with Director, HRM as Chairman, before submission of the case to the Vice-Chancellor for approval. The Comptroller may prepare a scheme for keeping funds for the above mentioned purposes and proposal may be placed before the FC / BOM.	three, it will be optimized on the recommendation of the committee consisting of the Director of Research, Director Extension Education and Dean of the college concerned with Director, HRM as Chairman, before submission of the case to the Vice-Chancellor for approval. The Comptroller may prepare a scheme for keeping funds for the above mentioned purposes and proposal may be placed before the FC / BOM.
(x) and (xi)	(xi) (x) and (xi) No Change
(xii) Director, HRM will be competent authority to approve cases for participation in Conference etc. where the registration fee is up to Rs. 5000/- per participant and the total number of participants is up to three in the same conference on the recommendation of DAC/ Controlling Officer. Director, HRM shall send information to the Vice-Chancellor about the participants in Conference etc. approved by him/her.	(xii) Director, HRM will be competent authority to approve cases for participation in Conference etc. where the registration fee is up to Rs. 6000/- per participant and the total number of participants is up to three in the same conference on the recommendation of DAC/ Controlling Officer. Director, HRM shall send information to the Vice-Chancellor about the participants in Conference etc. approved by him/her.
Note:	Note: No Change
Participation in National and International Training/Refresher Course/ Winter School/ Summer School etc.	(B) Participation in National and International Training/ Refresher Course/ Winter School/ Summer School etc.
(i) (a) to (e)	(i) (a) to (e) No Change
(f) Director, HRM will be competent authority to approve cases for participations in training etc. where the registration fee is up to Rs. 5000/- per participant and the total number of participant is up to three in the same training on the recommendation of DAC/ Controlling Officer. The Director, HRM shall send information to the Vice-Chancellor about the participation in training etc. approved by him	(f) Director, HRM will be competent authority to approve cases for participations in training etc. where the registration fee is up to Rs. 6000/- per participant and the total number of participant is up to three in the same training on the recommendation of DAC/ Controlling Officer. The Director, HRM shall send information to the Vice-Chancellor about the participation in training etc. approved by him
Note:	Note: No Change
(B)Participation of teachers in Conference/ Symposium/ Workshop/ Seminar/ Congress/ Convention/ Training etc. to be held abroad.	(C)Participation of teachers in Conference/ Symposium/ Workshop/ Seminar/ Congress/ Convention/ Training etc. to be held abroad.
For participation in International Conference/ Symposium/ Workshop/ Seminar/ Congress/ Convention/ Training etc. to be held abroad, the following instructions issued by the Registrar's office from time to time will continue to be operative.	No Change
1. to 4.	1 to 4 No Change
Note:	Note: No Change
The committee was also requested to examine whether a teacher who is under bond and or any court case is pending against him may be considered for participation in the aforesaid training.	(D) Issue whether a teacher who is under bond and or any court case is pending against him may be considered for participation in National and International Conference/ Symposium/ workshop/ Seminar/ Congress/ Convocation/ Training etc.
	Recommendations of the committee were approved as under.
	<ol style="list-style-type: none"> 1. The faculty member on study leave may go on training etc. at his own level provided there is no financial liability on the part of University and essential requirements for completion of degree are not affected. 2. The persons against whom any criminal court case/vigilance enquiry etc. is pending may not be considered for training etc. in abroad. 3. The study leave period shall remain same and will not be extended on account of period spent for such training etc. 4. The teacher under bond may be considered for training etc. as per University Rules.

The committee was requested to examine the issue of proceeding of faculty members to avail DAAD (German Exchange Service Programme) Fellowship, keeping in view the guidelines issued by the CCSHAU, Hisar vide No. Admn./F-3/2011/V-8/692-842 dated 15.2.2011.

(E) Grant of permission to the faculty members for attending International trainings/foreign assignments. Availing DAAD, commonwealth and other Fellowships/Trainings/ Assignments /PDF Training etc. advertised by Govt. of India.

The teachers availing PDFs/ Trainings etc. are granted leave of the kind due. The cooling period after attending International training/foreign assignment availing DAAD, Common wealth and other fellowships/trainings/assignments/ PDF training etc. advertising by Govt. of India will be as under:

In case the period of training/ fellowship etc. is less than or equal to 3 months	No cooling off period. But can avail maximum two chances in entire service.
Exceeding 3 months but upto 6 months in a particular year	One year cooling off period
Exceeding 6 months upto 1 year in a particular year	Two years cooling off period
Exceeding 1 year	Three years cooling off period

(F) Scientific visits under collaborative MoU research projects:

Scientists/teachers can visit under collaborative MoU research project for a maximum period of 90 days in a particular research project. This period will be treated as duty period and such visits will be regulated as per the terms and conditions of the MoU.

Total period spent in foreign assignments should not be more than two years in a single visit and 3 years in whole service period excluding period spent on study leave.

(G) To permit faculty members to accept the membership of Board of Studies/Other Committees of private Institutions/ Colleges etc.

Faculty members may not be permitted to accept any assignment relating to a private college/Institution.