

From

Director
Human Resource Management
LUVAS, Hisar

To

All Deans/Directors/Officers/HoDs (including outstations)
LUVAS, Hisar

Memo No. DHRM/Workshop/Conference etc./2019/960-990
Dated: 25th April, 2019

Subject: Revised amended guidelines for participation of teachers in National and International Conference/Symposium/Workshop/Seminar/Congress / Convention/training etc.

The Registrar, LUVAS, Hisar vide his Memo No. Admn/F1/2016/4107-4138 dated 31.05.2016 circulated the amended guidelines as approved by the Academic Council vide Item No. 31-A-13 of its 31st meeting held on 29.04.2016 for participation of teachers in National and International Conference /Symposium /Workshop /Seminar /Congress/Convention/training etc. Thereafter, certain amendments/additions were made by the Academic Council vide Item No. 44A-6 of its 44th meeting held on 22.10.2018, vide Item No. 45A-3 of its 45th meeting held on 02.02.2019 and vide Item No. 46A-14 of its 46th meeting held on 18.03.2019 as well as the decision of the Board of Management taken vide Item No. F6/B-13 in its meeting held on 11.08.2015. Revised guidelines after incorporating the above decisions are reproduced below for guidance and follow up meticulously and strictly as per the provisions.

REVISED AMENDED GUIDELINES FOR PARTICIPATION OF TEACHERS IN NATIONAL AND INTERNATIONAL CONFERENCE /SYMPOSIUM/WORKSHOP/ SEMINAR /CONGRESS /CONVENTION /TRAINING ETC

A. Participation in National and International Conference/Symposium/ Workshop/Seminar/ Congress/Convention etc. to be held in India.

- i) Short listing for participation in the conference etc. will be guided by the following in order of priority.
 - a. Keynote speaker/ Invited lecture/ lead lecture/Panelist/Chairman/ Co-Chairman/ Rapporteur etc.
 - b. Oral presentation
 - c. Poster presentation
 - d. Office bearers of the Society concerned.

Participation in the conference etc. without any of the activities listed from (a) to (d) above may not be considered/ allowed.

The Head of the Department will not allow the faculty members for participation in the conference etc. The permission will require to be obtained from the Vice-

Chancellor through Director, HRM (This addition has been made as per decision of Academic Council vide Item 45 A-3 held on 2.2.2019.). This provision has further been modified vide Item No 46A-14 of Academic Council meeting held on 18.03.2019: “The Head of the Department will not allow the faculty members for participation in the conference etc. The permission will require to be obtained from the Vice-Chancellor through Director, HRM where the registration fee is more than Rs. 6,000/- and number of participants in a particular conference is more than three, it will be optimized on the recommendation of the Committee consisting of Director of Research, Director Extension Education and Dean of College concerned with Director, HRM as Chairman/Chairperson before submission of case to the Vice-Chancellor for approval”. (This modification has been approved by the Academic Council vide Item No. 46 A - 14 held on 18.3.2019).

Faculty members, if invited for any activity listed above, will be considered for a maximum of two chances only in a financial year and exceeding to that 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.

The funds will be provided in a financial year for participation in the conferences etc. in the manner as mentioned below:

- a) For 1st time participation, all the financial liability will be borne by the University from State/ICAR Development Assistance Fund.
- b) For 2nd time, the registration fee will not be reimbursed, but TA/DA will be provided by the University from State/ICAR Development Assistance Fund.
- c) For 3rd time, no financial liability of participation will be met by the University from State/ ICAR Development Assistance Fund.
- d) The participation can be allowed for any number of chances in case the budget is available in the scheme funded by any outside agency to the concerned department. However, no fund will be provided from State/ ICAR Development Assistance Fund.

(All the above points have been added as approved by the Academic Council vide Item No. 45 A-3 meeting held on 2.2.2019).

Faculty Members who have availed two such chances earlier will not be considered for participation in one more national/ International conference.

When the conference/ symposium/seminar/congress/ convention etc. is organized at the headquarter, the participants should be between 10 – 15 keeping in view the availability of university funds. However, in case, the teacher has funds in the scheme funded by outside agency, he may be considered.

- 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 endeavor that the teachers are sent to the conferences 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.

- iii) The teachers under probation may be allowed to attend one conference etc. in a financial year during second year of their appointment.
- iv) The recommendation of the DAC is obligatory for faculty members. The faculty members posted at places other than the parent department at campus /outstations will first submit the proposal to the parent/technical Head of the Department, 'through proper channel', for recommendation of the DAC before submitting the proposal to the Controlling Officer.
- v) The STAs/TAs (with PG Degree)/RAs/SRFs/JRFs will be allowed to attend one conference etc. in a financial year provided the funds are available in the schemes in which they are working.
- vi) The lowest/early bird registration fee meant for members of the society for attending a conference etc. may be considered for approval.
- vii) In some conference etc. there is a cutoff date for the deposit of registration fee with early bird incentives, the proposals will be processed accordingly. If sufficient number of participants has already been approved in such cases, then the cases received afterwards, will not be entertained.
- viii) The cases pertaining to a particular conference etc. as far as possible, be submitted in one lot, the cases received from different controlling officers will be processed only once and that too, two weeks in advance of the date of the conference etc. The cases for the same conference received afterwards will not be entertained except in exceptional circumstances.
HOD must certify that not more than three persons irrespective of the position of fund will be forwarded to Director, HRM for a particular conference.
- ix) If the number of participants in a particular conference etc. is up to three 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 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) The prior permission of the competent authority is required to attend conference etc. in the field of specialization even by availing leave of the kind due without any financial liability on the university.
- xi) Once the permission for participation is granted by the Vice-Chancellor, the present practice of re-submitting such cases for minor changes in terms of change of date/or venue of the conference, name of scheme for financial support etc. to the Vice-Chancellor unnecessarily adds to the paper work.

Therefore, the Controlling Officers are authorized to take appropriate action for such minor changes for already approved cases.

- xii) Director, HRM will be competent authority to approve cases for participation in Conference etc. where the registration fee is up to **Rs. 6,000/-** 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: These guidelines will not apply in the cases for participation in the workshops/Group meetings of AICRPs, Agriculture Officers/Animal Husbandry Officers Workshops, project related workshops/meetings and conferences etc. organized by LUVAS, Hisar.

B. Participation in National and International Training/ Refresher Course/ Winter School/Summer School etc. to be held in India.

- i) Faculty Members, in general, be allowed to attend one training in a financial year, excluding induction training.
- a) The recommendation of the DAC is obligatory for faculty members. The faculty members posted at places other than the parent department at campus/Outstation will first submit the proposal to the parent/technical Head of the Department through proper channel for recommendation of the DAC before submitting the proposal to the Controlling Officer.
 - b) The STAs/TAs (with PG degree)/RAs/SRFs/JRFs will be allowed to attend one training etc. in two financial years provided the funds are available in the schemes in which they are working.
 - c) The cases pertaining to a particular training etc. as far as possible, be submitted in one lot, the cases received from different controlling officers will be processed only once and that too two weeks in advance of the date of the training etc. The cases for the same training etc. received afterwards will not be entertained except in exceptional circumstances.
 - d) The prior permission of the competent authority is required to attend training etc. in the field of specialization even by availing leave of the kind due without any financial liability on the university.
 - e) Once the permission for participation is granted by the Vice-Chancellor, the present practice of re-submitting such cases for minor changes in terms of change of date/or venue of the training etc. to the Vice-Chancellor, unnecessarily adds to the paper work. Therefore, the Controlling Officers are authorized to take appropriate action for such minor changes for already approved cases.
 - f) Director, HRM will be the competent authority to approve cases for participations in training etc. where the registration fee is up to Rs. 6,000/- 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: These guidelines will not apply in the cases for participation in the AICRP and other project related training etc.

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.

1. Instructions issued by the Ministry of Finance, Govt. of India received from the ICAR and adopted by CCSHAU vide Endst. No Adm. F2/2001/H-1/3216-315 dated on 03.04.2001 provide as under:

- i) If the invitation is received by the Govt. of India and the Govt. of India selects an officer to attend such a workshop/to present papers/to deliver lectures etc., the officer will be treated as on official deputation.
- ii) In cases, where the invitation is received by the officer directly in his personal capacity, the officer should be treated as on a personal visit and he will be asked to proceed on leave.

2. Instructions issued by the Finance Department, Govt. of Haryana and adopted by CCSHAU vide Endst. No. Adm. F2/2010/V-37/8793-8943 dated 23.12.2010 provide as under:

- i) No officer/Official shall be allowed to undertake more than two official visits in a financial year irrespective of which agency bears the cost.
- ii) Further, private visits from own sources shall also be restricted to one visit in a financial year.

3. Provision of partial financial assistance for participation in International Conferences/ Symposia / Workshops/ Seminars/ Trainings etc.to be held abroad.

LUVAS shall provide partial financial assistance for attending International Conferences/ Symposia/ Workshops/ Seminars/ Congress / Convention / Training etc. held abroad as mentioned here under.

- i) The cooling off period shall be three years.
- ii) The partial financial assistance up to Rs. 75,000 maximum will be provided.
- iii) Such assistance is available to a maximum of Six participants in a year and two in a quarter from the plan sources under "Provision for Unforeseen Academic Requirements". The un-availed slots during a

quarter would be carried over to the subsequent quarter(s). The slot during the year if amount is not spent then it will be rolled over to the next year.

- iv) Preference will be given to those faculty Members who have never been abroad to attend any conference /Seminar /Symposia/ Workshop/ training etc. under AHRD/ UNDP/ ICAR or funding from other outside agencies.

The Board of Management in its meeting held on 11.08.2015 vide Item No. B-13 took the decision as under. “That 75% of expenses in respect of air fare of the applicants for attending International Conference Symposia/ Workshops/ Seminars /Convention/Training etc. held abroad shall be paid subject to a maximum of Rs. 75,000/- (Rs. Seventy-five Thousand only) in each case subject to fulfillment of other proposed terms and conditions”. However, the faculty member will avail this facility only once in a year.

4. Instructions issued by the Home Secretary, Govt. of India, New Delhi, conveyed to CCSHAU by Political and Parliamentary Affairs Department, Haryana Govt. and circulated by CCSHAU vide No. Admn R-4/2013/M-300/8739-68 dated 08.10.2013 provide as under:
- i) As per Section 6 of the Foreign Contribution (Regulation) Act (FCRA), 2010 no member of a Legislature of office bearer of a political party or Judge or Government servant or employee of any Corporation or any other body owned or controlled by the Government, except with the prior permission of the Central Government will avail any foreign hospitality.
 - ii) Currently, the applications for grant of prior permission for accepting foreign hospitality have to be submitted in the form of hard copies along with the forwarding/recommendation letter of the concerned Ministry/Department, signed copy of the online FC-2 form and the invitation letter from the host or the host country.
 - iii) To streamline the procedure, it has been decided that applications in respect of Government servants and employees of Corporations or any other body owned or controlled by the Government shall be accepted on the online system only. The online system is www.Fcraonline.nic.in.
 - iv) Therefore, along with filing the online application form (FC-2 Form), the following documents should be scanned and uploaded.
 - Invitation letter from the host organized or country.
 - Administrative clearance of the concerned Ministry or Department of the Government (clearly mentioning the date, venue and purpose of the visit along with nature of visit i.e. official or private).
 - The signed application (FC-2 form).

With the submission and uploading of these documents in the online system an acknowledgement would be generated and this will constitute a complete application.

Documents to be attached for attending the National/ International Conference /Symposium / Workshop /Seminar/ Congress/ Convention/ Training etc.

- i) Duly filled in prescribed proforma.
- ii) Brochure of the conference etc.
- iii) Abstract of the paper.
- iv) Acceptance letter from the organizers.
- v) No objection certificate from the Co- authors irrespective of the order of the authorship.
- vi) Recommendations of Departmental Advisory Committee (DAC) of the parent department.
- vii) Permission from Govt. of India if accepting foreign hospitality (in case of Conference, Training etc. abroad).

Note: The proposal was approved with the following modifications:

The funds will be utilized in order of following preference:

- i) DHRM may raise a demand of funds under TA from CVU to meet out expenditure on attending meeting/conference/training
- ii) PI and Co-PI should use the funds under TA from other Agencies Scheme other than State Scheme.
- iii) The funds available in SOE-TA in the Plan Scheme should be utilized.
- iv) Efforts should be made to use funds available in SOE TA of ICAR and outside scheme.
- v) The cases of approval for attending International Conferences/International Trainings will be dealt by Registrar with the recommendation of DHRM, for obtaining the orders of the Worthy Vice-Chancellor.

ADDITIONAL ISSUES

(As decided by Academic Council vide Item No. 44A-6 of its 44th meeting held on 22.10.2018)

- D. Issue whether a teacher who is under bond or any court case is pending against him may be considered for participation in National/International conference/ symposium/ workshop/seminar/congress/ convention/training etc.**

Following recommendations were approved:

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.

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 off period after attending International training/foreign assignment availing DAAD, Commonwealth and other fellowships/trainings /assignments/ PDF training etc. advertised 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 2 chances in entire service.
Exceeding three months but up to 6 months in a particular year.	One year cooling off period.
Exceeding 6 months up to 1 year in a Particular year.	Two years cooling off period.
Exceeding one 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 2 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 private College/Institution.

Director, HRM