



# BHARATI VIDYAPEETH UNIVERSITY, PUNE

(Established u/s 3 of the UGC Act, 1956 Vide Notification No. F.9-15/95-U.3 of the Govt. of India)

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Chancellor

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## CIRCULAR No. 196

The University authorities have approved the scheme for grant of financial assistance to teachers / scientists for attending national / international conferences/ seminars. This scheme will be effective from 01/01/2009. The details of the scheme are given below

### **Financial Assistance to attend National/International Conferences, Seminars etc.**

The scheme is designed to provide financial assistance to the teachers to enable them to participate in such academic events, as national and international conferences, seminars, workshop and the like.

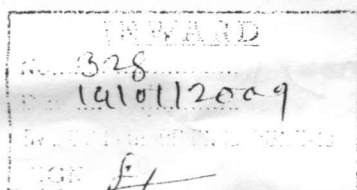
### **Eligibility of teachers for Financial Assistance:**

The financial assistance will be available to a teacher of the University including Scientists Working in Research Institutions of the University:

- who has been appointed in a regular capacity in any of the Constituent Units of the Bharati Vidyapeeth University and who has served the University/Institution as a teacher / scientist for a period of at least two academic years.

This financial assistance shall also be available to a teacher/ scientist

- who is invited to deliver a keynote address or a special invited lecture.  
OR
- who has been invited to chair a session in that academic event.  
OR
- whose paper has been accepted by the organizers of the event for presentation either in the oral or in the poster form.



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**Procedure:**

An application for travel grant in a prescribed form may be submitted to the University office by the concerned teacher through the Head of the Institute/college, at least 60 days prior to the date of commencement of the programme along with

- a) 5 copies of the Abstract and 3 copies of the full Manuscript of the research paper submitted by the teacher.
- b) Copy of the letter of acceptance of research paper or invitation.

**Conditions:**

**The following shall be the conditions/terms for the grant of financial assistance under this scheme.**

- i) A teacher will be eligible to receive financial assistance under the scheme normally only once during a period of three years.
- ii) Normally financial assistance for rail journey will be given to the teacher to the extent of 2 Tier A.C.
- iii) Registration fee up to Rs. 2000/- will be paid in full. If it is more than Rs. 2,000/- then 50% of the excess of Rs. 2000/- will be paid in addition to Rs. 2000/-.
- iv) The travel expenses will be reimbursed to the teacher only after he submits a detailed account of the expenses supported by vouchers and attendance certificate, (for those who are presenting a paper) etc.
- v) Advance to the extent of 50% of the sanctioned grant will be given to the teacher on request by him before he proceeds to the conference.
- vi) Airfare will be allowed only with prior permission from the Vice Chancellor in exceptional and deserving cases.
- vii) TA/DA for attending the conference shall be paid as per University Rules.
- viii) Those who are invited to present papers or to give special talks in the international academic events abroad, such as, conferences/seminars etc., will be paid one-way economic airfare. Prior permission of the Vice Chancellor, is required to travel by air. The teacher may be asked to get financial assistance from funding agencies such as UGC, DST, DBT, ICMR and other funding agencies, etc., to cover the remaining portion of travel expenses.
- ix) Registration fee to the extent of US \$ 120 will be reimbursed in case of International Conference.

Ref : BVU/ 7086 /2008-2009  
Date : January 1, 2009

*G. Rajeshwar*  
Registrar

To,  
Heads of all the Constituent Units.