



Dr. C. V. Raman University

Kargi Road, Kota, Bilaspur (C.G.)

**POLICY DOCUMENT FOR FINANCIAL SUPPORT TO
ATTEND CONFERENCES, SEMINARS, SYMPOSIA,
WORKSHOPS FACULTY DEVELOPMENT PROGRAMS AND
AWARDS RECEIVED BY UNIVERSITY STAFF**



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KARGI ROAD KOTA BILASPUR (C.G.)**

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Policy document for financial support to attend Professional Development Training Programs / Conferences, Seminars, **Symposia**, Workshops and Faculty Development Programs and Awards received by university staff.

Policy Statement

Conferences, Seminars, Workshops, Summit, Symposia, FDP, and Training activities advance the professionalization of staff members and Faculty members of the University by providing valuable opportunities, knowledge & Skill to keep current status and updates on various tools necessary to perform day-to-day job responsibilities, to be aware of current standards, to learn new tips and techniques and to build an informed network of colleagues. This policy applies to multiple categories of training, such as conferences, seminars, workshops, professional development Programs and Faculty Development Programs etc.

Reason for Policy

To provide a clear policy on both eligibility and funding for Conference, Seminars Workshops etc. Attendance and Staff Training, to facilitate consistency in these best practices across all units and departments, and to ensure costs are considered to be in preference prior to the approval.

Who Must Comply

All staff members of Dr. C.V. Raman University of the various departments and units regardless of funding source.

Procedures

Employees should make authentic seniors aware of their interest in a training opportunity or conference throughout the academic year & financial year. Ideally, requests should be communicated at the beginning of the University's Annual Performance Management Process (APMP) for the SAR, APAR & CAS. This will ensure that requests are incorporated into the



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upcoming financial year budget for the department. All educational offerings must meet general criteria including, but not limited to, directly relating to a staff and faculties member's job function, advancing key priorities or the profile of the unit, and contributing to an individual's career development. In addition, those attending a conference may be asked to share what they learned with other team members when they are back in the office. In making decisions, managers may consider time in job, job performance, and rotation between members of a team to determine who is selected to attend conferences, workshop and training for the academic and financial year.

When pursuing training or conference offerings, the staff must Remember to follow designated best practices when possible.

Work with their local finance or administrative leader to ensure the training is within the organization's conference, training and professional development budget, which is typically developed based on per person training estimates. Travel costs with the attendance of non-local conferences, events and training should also be contemplated. Be aware that certain roles, such as IT roles, may have greater training needs to be performed in their job and as such may have a higher per person training budget. Pursue online options for conferences and training is also available.

The University (**Dr. C.V. Raman University**) seeks to enhance the research and academic activities of faculty members in order to elevate its national & international stature and standards. This is accomplished through the following:

1. Sponsoring faculty members to attend conferences, seminars, summit, scientific meetings, trainings, FDPs' and workshops, which will enrich the scientific and technical experience of faculty members.
2. Encourage innovative research and academic programs.
3. Enable faculty members to exchange knowledge and ideas in international forums in international forums.
4. Prepare faculty members to represent Dr. C. V. Raman University international forums



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5. Enrich faculty members' scientific knowledge
6. Provide opportunities for faculty members to gain knowledge and experience in his/her discipline.
7. Encourage scientific collaboration between faculty members of Dr. C.V. Raman University and renowned international research institutes.

The sponsored applicant will receive one return air ticket according to the following rules:

1. The conference, seminar, scientific meeting and workshop is in the applicant's own research area or his/her discipline.
2. Recommendation of the supervisor/Head/Director/approval of the endorsement of the document attached/enclosed.

Implementation of Rules and Regulations

Detailed Conditions and Rules:

1. Financial support to attend a conference, seminar, summit, training, FDP, scientific meeting and workshop is only provided to faculty members holding the rank of Professor, Associate Professor and Assistant Professor.
2. A faculty member on sabbatical leave is permitted to attend a conference, seminar, scientific meeting or workshop provided it is within the specified limits.
3. A faculty member on sponsored research leave with an external body is permitted to attend a conference, seminar, scientific meeting and workshop during the leave upon approval of the sponsoring body and provided that this attendance has no negative impact on his/her program.
Only two faculty members per department or 20 percent of the total departmental members are allowed to attend a conference, seminar, scientific meeting or workshop at the same time.
4. The topic of the conference, seminar, meeting or scientific workshop should be related to the applicant's discipline or duties.
5. The applicant should be linguistically familiar with the language of the conference, seminar, scientific meeting or workshop.



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6. Attendance of the faculty member should not have any negative effects on departmental programs.

7. A faculty member can be given an opportunity twice a year to attend conference, seminar, scientific meeting or workshop provided that he/she is presenting a paper in at least one of the events. It is not permitted to attend two conferences, seminars, scientific meetings or workshops without participation.

8. A faculty member should have at least one paper published or accepted for publication during the preceding two years prior to the date of the conference, seminar, scientific meeting or workshop.

Criteria for Nomination and Selection:

If the number of applicants exceeds the allowed number, then selection criteria will be implemented according to the following:

Priority is given to applicants who are presenting a paper or research results. If the applicants have criteria points, then those with least attendance during the preceding two years will have priority.

If the applicants have the same number of criteria points, then priority is determined by academic rank. The importance of the participation in achieving the objectives of the university and scientific merit should also be taken into consideration.

Conditions for presentation in a conference, seminar, scientific meeting or workshop:

The applicant should have one of the following participation activities: Presentation of a paper
Publication in a journal with a high Journal Impact Factor (JIF) according to the ISI classification determined in the preceding two years of the date of the conference, seminar, scientific meeting or workshop
Working paper presenting results of a research project with clear indication of the funding body.

The conference, seminar, scientific meeting or workshop should be in the applicant's line of specialization and priority given to registered conference, seminar, scientific meeting or workshop. There should be clear evidences that the paper has been selected for presentation.



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The conference, seminar, scientific meeting or workshop should be organized by a renowned national or international institute or a renowned university. The topics of the conference, seminar, scientific meeting or workshop should be clear and focused and related to the interest of the university.

Process:

A paper submitted to an international conference, seminar, meeting or workshop should first be presented to the department and the Dean of the concerned college for endorsement and prior to being submitted to the President for approval.

When nominating a faculty member to attend conference, seminar, scientific meeting or workshop, the nomination should first be presented to the concerned department. Applicants should commence making appropriate travel arrangements while awaiting approval of the request. **After attending the event, a faculty member should submit a detailed scientific report to the Departmental Board, prior to the report and certificate of attendance being submitted to the HRD and IQAC.** A faculty member will not be permitted to participate in a future conference, seminar, scientific meeting or workshop if this requirement is not fulfilled in the required period of time.

Required Documentation:

The College will submit the applications of nominees with the following documentation: Application form that indicates that all conditions to attend conferences, seminars, scientific meetings and workshops have been satisfied. Approval of the Department.

Financial Rules:

1. The university will provide the following those who will **present paper and attend International** Conference/Seminar/workshop/Symposia etc. or receive **Awards-on international level.**

- An Economy class airline ticket



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- 50% Per diem for the number of days of the conference, seminar, scientific meeting or workshop in addition to per diem for the day preceding and following the event up to a maximum of 5 days.

- 100% Registration fees for the conference, seminar, scientific meeting and workshop.

2. The university will provide the following to the staff **who will present paper in conferences/workshops in national level** and who will **receive award at national level.**

- An economy class airline ticket/Train ticket

- 100% Registration fees for the conference, seminar, scientific meeting or workshop

3. The university will provide the following to the staff **who will only attend Conference Seminars and workshops in State level and for receiving award at State level.**

- A return second class rail ticket only

- 50% Registration fees for the conference, seminar, scientific meeting or workshop.

Leave could be granted to an applicant if his/her request to participate in a conference; seminar, scientific meeting or workshop is not granted. However, the applicant will bear all expenses for participation.



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RULES FOR PAYMENT OF TRAVELLING ALLOWANCES/DEARNESS ALLOWANCE:

1. For the purpose of T.A./D.A. grading of the University employees, on the basis of employees Designation shall be as under:

Grade Distribution	Rank/Designation
Grade A (100 %)	Vice Chancellor
	Pro-Vice Chancellor
	Registrar
	Professors/Deans/ Principal
	CFAO/CEO/Directors
Grade B-1 (75 %)	Deputy Registrar/Vice Principal/HoD's
	Librarian
	Associate Professors
Grade B-2 (50 %)	Assistant Professors
	Assistant Registrars
	Training and Placement officer (TPO)
	Public Relation Officers (PRO)
	Warden/Senior Accountant
	Section Officers
Grade C-1 (30 %)	Assistant Librarian
	Hardware Engineers
	Accountants
	Central Desk Managers
Grade C-2 (25 %)	Computer Operator, Graphic Designers
	Office Assistants
	Data Entry Operators
	Lab Assistants
	Maintenance Staffs
Grade D (10-15 %)	Peon
	Driver
	Gardener
	Maali

2. The classification of cities within or outside the State, for the purpose of grant of TA/D.A. to employees, shall be as under



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(a) Cities with population of 50 lakhs and above.

[A-1]

(b) Cities with population of 20 lakhs and above but less than 50 lakhs.

[A-2]

(c) Cities with population of 10 lakhs and above but less than 20 lakhs.

[B-1]

(d) Cities with population of 05 lakhs and above but less than 10 lakhs.

[B-2]

3. (a) The entitlement of travel by Rail/Road/Air shall be as under:

Grade Pay Category	Entitlement by Rail
Grade A	1st Class A.C. Bus/Train/Flight
Grade B-1	A.C. Two tier Train/A.C. Bus/(Economy Class) A.C. Three tier/Deluxe Bus/Express Bus
Grade C-1	Second Class Sleeper/ Delux Bus
Grade C-2	Second Class/ Ordinary Bus
Grade D	General

The cost of reservation and sleeper charges shall be reimbursed. Other conditions for travel by train will remain the same.

(b) In case the journey is to a place connected by Rail, the employee shall have the option to travel by any mode of road transport i.e. whether by Air Condition Bus/Deluxe Bus/Express Bus/Ordinary Bus, subject to the payment of actual charges or maximum railway fare, to which he/she is entitled, whichever is less.



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4. (a) In the case of stations not directly connected by rail, the grade pay ranges for travel by public bus/auto rickshaw/scooter/motor cycle/A.C taxi/taxi/own car shall be as indicated below:

Grade Pay Category	Entitlement
Grade A and Grade B1	Actual fare by any type of public bus including air-conditional bus. Or At rates prescribed by the Transport Department of AC taxi when the Journey is actually/ performed by AC taxi. Or
Grade B2 and C1	Actual fare for journeys by auto-rickshaw Same as for (I& II) above with the exception that journey by AC taxi will not be permissible. Or
Grade C2	At prescribed rates for TaxiAuto-rickshaw/ownscooter/motorcycle/moped etc.

(b) The rates of Road Mileage per km for journey performed by own car/taxi/jeep will be Rs. 10/- per km. subject to prior approval for travel by car/taxi/jeep from competent authority.

(c) CVRU University employees shall be required to obtain prior approval from the Chancellor/Vice-Chancellor for traveling by car/taxi/jeep and from the Registrar for traveling by motor cycle/scooter/moped.

(d) Mileage allowances by car will be paid only with the proof of toll tax receipt where toll tax is payable.

(e) Any amount paid by way of Toll tax by any University employee or outsider while traveling in connection with any University purpose, including a meeting or examination, shall be reimbursable on production of the receipt thereof, while claiming TA/DA.



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(f) The rate of mileage Allowance for journeys on scooter/motor-cycle/moped will be Rs.2/- per kilometer restricted up to 50 kms to &fro.

(g) The rate of mileage Allowance for journeys on bicycle will be Rs.1/- per kilometer restricted up to 20 kms to &fro.

(h) The Bills to be submitted to the Accounts Office within 7 working days through proper channel.

(a) The entitlement to travel by Air, within India, shall be as under:

Grade Pay Category

Grade A

Grade BI

Entitlement Class by Air

Business Class/Standard Class

Economy Tourist Class/Standard Class (with the condition that the distance is more than 500 kms, with the permission of the Chancellor/Vice-Chancellor)

(b) Any teaching/non-teaching officer entitled under the rules to travel by A.C. first class Railway accommodation shall be allowed to travel by Air, only with the prior approval of the Vice-Chancellor. But he shall be paid A.C. First class Railway fare/ Air fare to which he is entitled or actual fare whichever is less.

5. (a) Daily Allowance: The rates of daily allowance shall be as under: (In Rs)

Grade Pay	A1 Cities	A2 Cities	B1 Cities	B2 Other
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Category	Hotel/ Non- Hotel rates	Hotel/ Non- Hotel rates	Hotel/ Non- Hotel rates	Places Hotel/ Non-Hotel rates
Grade A	800	640	480	320
	400	320	240	160
Grade B1	700	560	420	240
	300	240	180	120
Grade B2/C1	450	360	270	180
	250	200	150	100
Grade C2	380	300	230	150
	200	160	120	80

(b) No Daily Allowance shall be permissible within a radius of 50 kms from the place of dat. Road Mileage at the fixed rates will, however, be paid for this journey except to employees in receipt of Local Traveling & Conveyance Allowance.

(c) Journey within 50kms, of the place of duty shall be treated as Local journey. Daily Allowance shall be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to the headquarters the same day. But when such a journey involves night stay, an employee shall be entitled to normal travelling allowance.

(d) A full Daily Allowance shall be admissible for journey beyond 50kms. from the headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance shall be admissible.

(e) No incidental charges shall be payable in addition to the Daily Allowance/half Daily Allowance.

Accommodation



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The Maximum rates of reimbursement for Hotel Accommodation/ Tourist Bungalows for tour outside Chhattisgarh on the production of receipt shall be as under:

Grade Pay Category	Accommodation
Grade A	Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5 star subject to maximum of Rs. 7500/- per day
Grade B1	Reimbursement of actual expenditure incurred towards normal Single room rent in a hotel of category nor above 3 stars. Subject to Maximum of Rs. 3000/- per day

Classification of City (Any Hotel room up to rupees per day)

	A1	A2	B1	B2
Grade B2	800	600	500	400
Grade C1	500	400	300	200
Grade C2	300	200	150	100

An employee of the **University (CVRU)** while on duty at Bilaspur and any other town in Chhattisgarh shall be entitled to be re-imburement on production of a receipt of the rent paid by him for night stay.