

1. Travel Grant
2. Conferences/Seminars/Symposia/Workshops
3. Publication Grant
4. Appointment of Visiting Professor/Visiting Fellow
5. Day Care Centre
6. Instrumentation Maintenance Facility (IMF).
7. Basic facilities for Women
8. Faculty Development Programme. (Teacher Fellowship for doing M.Phil/Ph.D.)
9. Establishment of Career and Counselling Cell in Universities

9. Travel Grant

9.1 For this scheme the financial assistance will be on the basis of following criteria:

Permanent Faculty Strength as on 1 st April of the previous year	UGC support per year (Rs. in lakh)
Up to 300	8.00
Above 300	12.00

Objectives

9.2 To provide for Support to Teachers/ Scientific/ Technical Officers/ Administrative Staff, all Administrative Officers of University from Administration, Finance and Examination viz., Pro Vice-Chancellor /Rector Registrars, Finance Officer, Controller of Examination, Librarians, and Director Physical Education and other group 'A' Officers in these cadres for participating in international conferences/ seminars / symposia/ workshops held abroad.

9.3 International travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR/ INSA and other agencies.

9.4 International travel grant to teachers and officers for attending training programmes.

9.5 Support to teachers/ scientific/ technical officers and administrative staff,

viz., Registrars/ Librarians/ Director/ Physical Education for visiting centers of research or to attend academic conferences/ seminars/ symposia/ workshops held in India

9.6 Academic Exchange Programme between Universities within India.

Eligibility for Travel Grant

9.7 Those invited to attend international academic conferences/ seminars/ symposia/workshops. The level of the programme and the standing of the institution organising the event should also be truly international /national/professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.

9.8 Financial assistance may be provided in the following order of preference:-

- i. Teachers delivering key-note addresses/ plenary lectures.
- ii. Those contributing a paper.
- iii. Those invited to Chair a session.
- iv. Those invited under International Collaboration Exchange programmes.
- v. Those invited to give Symposia/ talks/ invited lectures or invited to discuss arts.

9.9 Under this scheme financial assistance to a person for international travel will be available once in 3 years on 100% basis.

9.10 The claim of Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), Minorities candidates may be given preference while considering applications under the scheme.

9.11 The travel grant is not to be utilized for Vice-Chancellor of the University and teachers of affiliated colleges for which a separate scheme exists with the UGC.

Procedure of applying for Travel Grant

9.12 An application for grant may be sent by teachers/ officers concerned to the concerned University authority through the head of the department at least 60 days before the date of the programme along with the following documents.

9.13 Three copies of the full text of documents/ papers prepared by the teachers/ officers for presentation at the international conferences/ seminars/ symposia/ workshops. The details of a training programme, even if of short duration,

should be supplied.

9.14 Brief details of the organizers, title of the programme, place and duration of the conference, etc. in which the paper is proposed to be presented or participation is desired.

9.15 A copy of the letter of invitation from the organizers of the conference/seminar/symposium accepting the paper for presentation, immediately after it is received, or a copy of the letter from the organizers inviting the teachers/officers to chair a session/section and mentioning details of the financial support offered, etc. should be enclosed.

9.16 In case of seminars / symposia / workshops / training programmes of short duration, the invitation or other relevant documents should be attached.

Pattern of Assistance

9.17 The University may meet a percentage of the admissible expenditure mentioned for travel, airport tax, maintenance and registration charges for assistance out of Unassigned Grant, provided the remaining expenses are met by the University from its own funds, or other sources acceptable to the University. Teachers may also be allowed to bear the balance of expenses from their own resources.

9.18 Persons selected for participation should travel by excursion category tickets in sectors wherever applicable.

9.19 Daily Allowance may be paid at the rates admissible in Government of India. In addition, the charges for accommodation shall be reimbursed, on actual basis as per Govt. of India orders.

9.20 Such of the Teachers/ Officers who are selected for assistance may spend at least 2 weeks in the country where the programme is held and they should utilize the period, outside the programme days, for visiting institutions of their subject field. The work, and the detailed plan of such visits, should be submitted along with the proposal to the University.

International Travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR, INSA and other Governmental agencies.

9.21 Teachers going under the International Collaboration Exchange Programme with INSA, CSIR, DST, ICSSR, ICAR, ICHR, MCI and other agencies, may be provided assistance to the extent of 50% of their travel expenses under this scheme.

(The universities are advised not to provide remaining 50% of the travel expenses from their maintenance grant, as the same will not be reimbursed by the UGC). Other rules and conditions are the same as those governing the travel of teachers for attending programmes abroad as detailed under Group 1.1 heading.

International travel grant to teachers and officers for attending training programmes, seminars and workshops.

9.22 The rules and conditions are the same as those governing the travel abroad of teachers under this Travel Grant Scheme. The University/ its Selection Committee may consider the standing/ international reputation of the organizer and decide each case on its merits.

Travel grant to teachers/ research scholars/ Registrars and equivalent position, Librarians, Physical Education Directors for visiting centres of research or to attend academic conferences/ seminars/ symposia/ workshops/ training programmes within India.

9.23 The teachers, scholars and officers mentioned above be permitted to avail of this facility once in six months, so as the benefit can be extended to more and more people.

9.24 TA/ DA as per University rules and Registration fee, subject to a maximum of **Rs.10,000/-** may be paid on 100% basis, to the teachers, scholars and officers mentioned above selected by the University for assistance under this item. The request for assistance for international and the national programmes may be treated separately and the person need not be denied attendance at the one or the other.

Travel Grant for Academic Exchange of Teachers within India

9.25 For visits of teachers/ experts/ scientists within the country the following norms shall be followed :

- i) Free accommodation and board to be provided by the host university from its own sources.
- ii) Traveling expenses of the visiting teachers/ experts may be met out of the grant under this scheme according to the rates prescribed by the host institution including air- fare (wherever necessary), with the approval of the Vice-Chancellor.
- iii) The visiting teacher/ expert may be paid an honorarium upto **Rs.1000/-** per

lecture/ seminar. A maximum amount of Rs.3000/- would be admissible for an assignment of not less than two weeks duration.

CONFERENCES/SEMINARS/WORKSHOPS/SYMPOSIA/SHORT-TERM TRAINING PROGRAMMES

9.26 For this scheme the financial assistance will be as follows:

Permanent Faculty Strength as on 1 st April of the previous year .	UGC support per year (Rs. in lakh)
Up to 300	5.00
Above 300	7.00

9.27 The long-term programmes like summer institutes, refresher courses are organized by the Academic Staff Colleges (ASC) and recognized Departments of Universities. Therefore, support under 'Unassigned Grant' will be available only for organizing programmes like short-term (less than 15 days) workshops or training programmes/ seminars/ symposia and International/ National/ Regional /State level conferences. Such programmes may be organized by the university without referring them to the UGC. The following criteria may be followed for organizing them.

- i) Schools or Departments, which organized none or fewer programmes, should be given preference.
 - ii) Academic programmes which are likely to give new awareness and break new grounds may be encouraged.
 - iii) Programmes in areas of research in which there is considerable activity or thrust/ emerging areas may be given preference.
- Traveling allowance and incidental expenses for outstation participants, including the resource persons, may be paid as per the rules of the university concerned.
 - Secretarial / clerical, including Class IV assistance, transport, office supplies, postage, cyclostyling, Xeroxing and other items as per rules of the university concerned.
 - Honorarium to the Director of the Programme and the resource persons should not exceed Rs.1500/-- each.

International, National, Regional and State Level Conferences

9.28 Assistance for International / National/ Regional / State Level Conferences may be provided as under:

- International Level Conference upto Rs.3.00 lakh
- National Level Conference up to Rs.2.00 lakh
- Regional/State Level Conference up to Rs.1.00 lakh

The quantum of support may be determined depending on the number of participants and the status of the Conference.

10. PUBLICATION GRANT

For this scheme the financial assistance will be as follows:

Permanent Faculty Strength as on 1 st April	UGC support per year (Rs. in lakh)
Up to 300	5.00
Above 300	7.00

10.1 The UGC support to Universities under publication grants is for publication of:

- Doctoral thesis
- High Quality research papers
- Lectures delivered such as National Lectures of UGC or lectures instituted in the name of leading personalities ..
- Scholarly contributions of the faculty (not text-book)
- Seminar or conference papers.

10.2 This support should be given mainly by way of supplementing the work of private publishers. In case of publication of articles in refereed journals, full support may be extended by the Universities. However, for publications other than doctoral thesis, the quantum of assistance to be provided for publication may be considered with the help of an Expert Committee to be constituted by universities for this purpose.

10.3 Proposals from the college teachers who wish to get their Ph.D. thesis/ high quality research work published may also be considered by the respective universities. The University may get such work/ thesis evaluated by two experts, other than the examiners. The University may pay honorarium up to Rs.500/- to each of the experts,

for evaluating a thesis/ research work out of the allocation made by the UGC.

10.4 The expenditure on publication of proceedings of international or national conferences or seminars, hosted by a University, could also be considered by the university under the scheme.

10.5 The university may provide a maximum of **Rs.30,000/-** per annum for continuing the publication of quality journals identified by the UGC, on the advice of various panels, initially for a period of 3 years, under the scheme. Quantum of assistance to a particular journal may be determined on the merits of the case, such as the circulation of the journal, the number of printed pages each year, the number of copies printed and sold during the past 3 years, the rate of subscription and income, including subsidy from various sources, and expenditure.

10.6 Repetitive publication of books should not be considered under this scheme. Assistance would be available only once for the first publication. The publication should be printed in India only.

10.7 The university may either publish the work under its supervision and control or get it published through reputed publishers. Payments towards the cost of a publication should not be made to the author, but directly to the publisher by the university. The author could be consulted regarding the publisher, if it is not done through the university press.

10.8 The authors should not be permitted to make any financial contribution towards publication of their work under this scheme.

10.9 The university may follow the Indian Copyrights Act for deciding the question of Copyright of the work approved for the publication under this scheme.

10.10 With a view to ensuring high academic standards, the universities should take utmost care in making proper selection of the research work and thesis for publication. The manuscripts should be assessed normally by two experts (other than the examiner) of the area concerned.

10.11 The university may avail of the services of professional people for editing, referencing, spacing of the manuscripts from the point of view of quality and presentation, and may meet expenditure from the grant allocated for the purpose.

10.12 Besides seeking the advice of commercial publishers/ distributors while selecting a manuscript for publication, the universities may consider the desirability of appointing State and/ or regional selling agents/ distributors for the published work.

10.13 The amount of subsidy for publication of a thesis should not exceed **Rs.20,000/-** unless the university is publishing the thesis on its own, in such case it may meet actual expenses on publication.

10.14 Where assistance to a publication is substantial, the university should undertake it as its own publication and a major part of the money realized through the sale (after making provision of royalty to the author, commission to retailers, etc.) should be credited to the fund for publication, so that it can support publication of other books. The money obtained through sales of books, published with the UGC support, should not be used by the universities as revenue.

10.15 There should be proper coordination among the agencies providing financial assistance for similar purposes, i.e. ICHR, ICSSR, NBT, Indian Institute of Advanced Study, Simla, etc. To avoid duplication of assistance, the universities should add a column in the application form for inviting such proposals, whether any other organization has been approached for the same publication and if so, with what result.

11. Appointment of Visiting Professors/Fellows

11.1 For this scheme the financial assistance will be as follows:

Permanent Faculty Strength as on 1 st April of the previous year	UGC support per year (Rs. in lakh)
Up to 300	4.00
Above 300	6.00

11.2 Visiting Professor:

11.2.1 A Visiting Professor should be an eminent scholar in his/ her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the university sector, should be considered for appointment as Visiting Professor.

11.2.2 The maximum tenure of appointment of a Visiting Professor is two years and the minimum - not less than three months. The university may appoint a person up to the age of 70 years as a Visiting Professor.

11.2.3 A Professor should not be appointed as a Visiting Professor in the same university in which he/ she holds a post immediately before or after superannuation.

11.2.4 If a superannuated person is appointed as a visiting professor, the honorarium payable should not exceed **Rs.15,000/-** p.m. excluding any superannuation benefits.

11.2.5 A person appointed as Visiting Professor from outside the country may be paid an honorarium of up to **Rs.20,000/-** p.m.

11.2.6 In case a person serving in an Indian University is appointed as visiting professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent university. The receiving university would also contribute towards pensionary benefits or CPF/GPF as per usual rules.

11.2.7 It is expected that when a serving person is appointed as Visiting Professor, the parent university would give him/ her duty leave without pay.

11.2.8 If a person working abroad on a permanent basis is invited as a Visiting Professor, the university may meet the cost of international air travel from its own resources. Visiting Professors appointed may be paid travel expenses within India in accordance with the rules of the university.

11.2.9 Guest House accommodation is expected to be provided free of charge by the host university, but food charges would be paid for by the Visiting Professor.

11.3 Visiting Fellow:

11.3.1 A Visiting Fellow should be a scholar of eminence in his/ her subject. Superannuated persons up to the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum - up to three months.

11.3.2 The Visiting Fellow may be paid daily allowance not exceeding **Rs.600/-** per day for visits up to one month. For visits beyond one month, the rate may be as in the case of Visiting Professor.

11.3.3 Travel expenses may be met in accordance with the rules of the university.

11.3.4 It is expected that the parent institution will grant academic leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.

11.3.5 The host University would provide accommodation to the Visiting Fellow in the University Guest House free of charge, but food charges would be paid by the Visiting Fellow.