



अकादमिक शाखा / ACADEMIC BRANCH

Ref. No. CUPB/Acad./2022-23/Notification/ 1780

Dated: 10/10/2022

अधिसूचना/ NOTIFICATION

विषय: यात्रा अनुदान योजना के तहत वित्तीय सहायता के लिए दिशानिर्देश 2022 के बारे में।

**Sub: Guidelines for Financial Assistance under Travel Grant Scheme 2022-reg.**

दिनांक 19 अगस्त 2022 को आयोजित कार्यकारी परिषद की 40वीं बैठक की मद् संख्या EC: 40:2022:24 द्वारा अनुमोदन के अनुसरण में, यात्रा अनुदान योजना के तहत वित्तीय सहायता के लिए दिशानिर्देश 2022 अनुलक्षक-पु के रूप में सभी संबंधितों की जानकारी के लिए अधिसूचित किये जाते हैं।

In pursuance to the approval of the Executive Council in its 40<sup>th</sup> meeting held on 19<sup>th</sup> August 2022 vide item No. EC: 40:2022:24, Guidelines for Financial Assistance under Travel Grant Scheme 2022 as Annexure-A are notified for the information of all concerned.

उप कुलसचिव/  
DEPUTY REGISTRAR

प्रतिलिपि:

1. सहायक कुलसचिव (कुलपति कार्यालय): माननीय कुलपति जी के सूचनार्थ।  
Assistant Registrar (VCO): for kind information of Hon'ble Vice Chancellor
2. कुलसचिव के वैक्तिक सहायक: माननीय कुलसचिव जी के सूचनार्थ।  
PA to the Registrar: for kind information of the Registrar
3. वित्त अधिकारी/ Finance Officer
4. डीन प्रभारी अकादमिक/ Dean In Charge Academics
5. निदेशक (स्वोज एवं प्रगति प्रकोष्ठ) / Director (Research & Development Cell)
6. डीन विद्यापीठ / विभागाध्यक्ष/ Dean of the Schools/ HoDs
7. सभी संकाय सदस्य / All Faculty Members
8. सभी शोधार्थी / All Research Scholars
9. प्रभारी कंप्यूटर केंद्र : विश्वविद्यालय वेबसाइट पर अपलोड करने हेतु  
In Charge Computer Centre: for uploading on University website
10. सहायक कुलसचिव ( बैठक शाखा)/ Assistant Registrar (Meeting Branch)

उप कुलसचिव/  
DEPUTY REGISTRAR



# CENTRAL UNIVERSITY OF PUNJAB

## Guidelines for Financial Assistance under Travel Grant

### 1. Short Title, Application and Commencement

1.1 These guidelines may be called the CUP Guidelines for Financial Assistance under Travel Grant Scheme, 2022.

1.2 These guidelines shall apply to all eligible teachers, administrative officers and research scholars.

1.3 These guidelines lay down the minimum norms for attending national and international conferences/seminars/symposia/workshops etc.

1.4 These guidelines shall come into force from the date of its approval in the Executive Council of the university.

### 2. Definitions

In these rules, unless there is anything repugnant in the subject or context, or otherwise provided terms shall have the following meaning:

**2.1 University:** Central University of Punjab (CUP).

**2.2. Travel Grant:** Travel grant means financial assistance to support the short-term travel, accommodation and registration expenses associated with attending a specific conference/ seminar/ symposia/ workshop etc.

**2.3 International Travel:** International travel means visiting another country from India by a teacher, administrative officer and research scholar for attending a specific conference/seminar/symposia/workshop etc.

**2.4 Travel within India:** It means travel by a teacher, administrative officer and research scholar for attending a specific conference/seminar/symposia/workshop etc. within the territorial limit of India.

**2.5 Financial Year:** The financial year means the period from 1<sup>st</sup> April of a year to the 31<sup>st</sup> March of next year.

### 3. Aims and Objectives

Since travelling is an excellent opportunity to share knowledge and research ideas, to network and to renew professional acquaintances, the Central University of Punjab aims to promote its teachers, administrative officers and research scholars to travel to national and international venues to present research papers, deliver talks/lectures, participate in seminars, symposia, workshops and training programmes to gain exposure to the academic systems and best practices. The objectives of providing financial assistance to support national and international travels are:



(a) To provide for Support to Teachers/ research scholars/ Scientific/ Technical Officers/ Administrative Staff, all Administrative Officers of University, 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.

(b) To provide international travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR/INSA and other agencies.

(c) To provide international travel grant to teachers and officers for attending training programmes.

(d) To support teachers/ research scholars/ scientific/ technical officer and administrative staff, viz. Registrar/ Librarian/ Director/ Physical Education for visiting centers of research or to attend academic conferences/seminars/ symposia/ workshops held in India.

(e) To support Academic Exchange Programmes between Universities within India.

#### **4. Eligibility of teachers/officers for Travel Grant**

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

**4.2** Financial assistance may be provided in the following order of preference:

- a) Those delivering key-note addresses/plenary lectures.
- b) Those contributing a paper.
- c) Those invited to Chair a session/attend a training session.
- d) Those invited under International Collaboration Exchange programmes
- e) Those invited to give Symposia/talk/invited lectures or invited to discuss and promote arts.

**4.3** Under this scheme, financial assistance to a person for international travel will be to a maximum of Rs. 50,000/- once in 3 years.

**4.4** The claim of Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), EWS, and Minorities candidates shall be given preference while considering applications under the scheme.

#### **5. Procedure for Applying for Travel Grant**

**5.1** An application for grant shall be sent by teachers/officers concerned to the competent authority through the Head of the department and

*G. Prasad*

*H.K. Singh*

*P. N. S. S.*

*W. S.*



Dean of the School at least 60 days before the date of the programme in the prescribed application form (Annexure-I) along with the following documents.

- a) One copy 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 submitted.
- b) 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 required.
- c) A copy of the letter of invitation from the organisers of the conference/seminar/symposium accepting the paper for presentation, immediately after it is received, or a copy of the letter from the organisers inviting the teachers/officers to chair a session/section and mentioning details of the financial support offered, etc. should be enclosed.
- d) In case of seminars/symposia/workshops/training programmes of short duration, the invitation or other relevant documents should be attached.

**5.2** The applications received under this scheme shall be considered on first-cum-first basis in each financial year by a Standing Committee constituted by the university for this purpose.

**5.3** The request for assistance for international and national travels shall be treated separately. **If a teacher/officer/research scholar is granted financial support for international travel in a year, then the individual is not eligible for financial support for travel within India in the same year.**

## **6. Pattern of Assistance for International Travel by Teachers/Officers**

**6.1** The university shall meet the admissible expenditure for mentioned travel, airport tax, maintenance and registration charge up to Rs.50,000/-, and the teacher/officer shall have to bear the balance expenses from their own resources.

**6.2** The teachers/officers under this scheme shall have to travel by economy class.

**6.3** The financial assistance under this scheme shall be inclusive of the expenses for accommodation.

**6.4** Under this scheme no daily allowances shall be paid to the eligible person.

**6.5** The teachers/officers who are selected for assistance may utilize the period, outside the programme days, for visiting institutions of their



*H. P. Singh Kapoor*







subject field. The work, and the detailed plan of such visits, should be submitted along with the proposal to the university.

**6.6** Teachers going under the International Collaboration Exchange Programme with INSA, CSIR, DST, ICSSR, ICAR, ICHR, MCI and other government agencies, shall also be provided financial assistance to the extent of 50% up to a maximum of Rs. 50,000/- of their travel expenses under this scheme.

**6.7** To avail financial assistance under this scheme, the faculty member must have at least five and three research papers published in SCOPUS listed journals with University affiliation in the preceding three years in case of Sciences and humanities, respectively. The disciplines/subjects in which SCOPUS listed journals are not available in concerned/relevant/allied fields, the standing committee may consider and recommend the requests based on the merit of individual cases.

## **7. Pattern of Assistance for International Travels by Research Scholars**

**7.1** Financial assistance up to Rs.35,000/- shall be paid to an eligible Ph.D. research scholar under this scheme for presenting paper in the international conference organised outside India.

**7.2** This financial assistance shall include the expenses towards economy category airfare, registration fee, accommodation etc.

**7.3** Financial assistance under this scheme shall be provided to doctoral research scholars only once during the Ph.D. programme.

**7.4** This financial assistance shall be used to support the expenses required to attend international conferences/ seminars/ symposia /workshops.

**7.5** To avail financial assistance under this scheme, the research scholar must have at least one research paper published in SCOPUS listed journal with University affiliation. The disciplines/subjects in which SCOPUS listed journals are not available in concerned/relevant/allied fields, the standing committee may consider and recommend the requests based on the merit of individual cases.

## **8. Pattern of Assistance for Travel within India by Teachers/Officers/ Research Scholars**

**8.1** The eligible teachers, scholars and officers shall be permitted to avail this financial assistance scheme once in a year.

**8.2** TA/DA as per university rules and registration fee, subject to a maximum of Rs.10,000/- shall be paid to the eligible teachers, scholars and officers under this scheme.

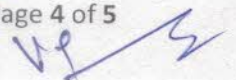
**8.3** For visits of teachers/experts/scientists within the country for Academic Exchange Programmes, the following norms shall be followed:



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- a) Free accommodation and boarding to be provided by the host university/institution from its own resources.
- b) Travelling expenses of the visiting teachers/experts may be met out of the recurring grant under this scheme according to the rates prescribed by the host institution including air-fare, with the approval of the Vice-Chancellor.
- c) The visiting teachers/experts from other institutions may be paid an honorarium up to Rs.1,000/- per lecture/seminar. A maximum of Rs.3,000/- would be admissible for an assignment of not less than two weeks duration.

## 9. Grant Utilization Procedure

9.1 The sanctioned amount of travel grant/financial assistance shall be released as an advance to the beneficiary in the same financial year in which it is sanctioned.

9.2 The beneficiary shall submit the outcome/benefits report of the visit within one month from the date of return.

9.3 The beneficiary shall submit utilization certificate as per GFR 12A format within one month from the date of return.

9.4 The unutilized amount shall be deposited in the university account within one month from the date of return.

## 10. Discipline and Code of Conduct

The teachers/officers/research scholars availing financial assistance under this scheme shall adhere to the code of conduct as applicable to them. In case of failure, disciplinary action shall be taken as per university rules.

## 11. Removal of Difficulty

In case of any difficulty that may arise in the implementation of these guidelines in providing financial assistance, the decision of the competent authority shall be final and binding.

WTC

Ammit

A. Singh Kaper

P. N. S. S.

VP



# CENTRAL UNIVERSITY OF PUNJAB

## Application Form for Travel Grant Scheme

### 1. DETAILS OF CANDIDATE WISHING TO AVAIL TRAVEL GRANT

<b>Name</b>			
<b>Designation</b>			<b>Date of Joining</b>
<b>Appointment Type</b>	Teacher/Officer/Research Scholar	<b>Scale of Pay/Level</b>	
<b>Category</b>	SC/ST/OBC(NCL)/EWS/General		
<b>Minority</b>	Yes/No (If yes, Specify)		
<b>Department</b>			
<b>Qualifications</b>	<b>P.G.</b>	<b>Ph.D.</b>	<b>Post-doc</b>
<b>Experience in years</b>	<b>Teaching</b>	<b>Industry</b>	<b>Research</b>
<b>Other Relevant experience</b>	Attach separately as needed		
<b>Other information</b>	Give any other information that will help in accepting /funding this travel grant		
<b>Mobile number</b>			
<b>Email</b>			

### 2. DETAILS OF EARLIER TRAVEL GRANTS AWARDED TO THE APPLICANT

(Give details of travel grants received in last three years)

Financing Body & Scheme	Amount sanctioned (Rs.)		Sanction Letter details	Funds Utilisation position as on date of application	Utilisation Certificate details
	External Source	CUPB			

### 3. DETAILS OF TRAVEL GRANT PROPOSAL

(Give details of travel grant proposal)

#### a. Technical Field (Broad Area of Research)

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Add rows as required

#### b. Title of the paper presentation

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Add rows as required

#### c. Abstract (Please attach the full document/paper accepted for the programme)

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Add rows as required

*WPK*

*H. S. Singh Kapoor*

*Amrinder*

*P. K. Singh*

*V. S.*



One copy of the full text of the document/paper prepared for presentation at the International programme

**d. Purpose of travel - Conference / Symposium / Seminar /Workshop /training or any other relevant ongoing academic/official activities and Role of participant - Chairing a session / oral presentation / any other (specify)**

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Add rows as required

Attach relevant documents in this regard, if any.

**e. Brief Details of the Organizers**

<b>Organizing Institution</b>	
<b>Title of the Programme</b>	
<b>Place and Duration of the Programme</b>	

Add rows as required

A copy of the letter of acceptance/invitation mentioning details of the financial support offered (if any) from the organizer is to be enclosed

**f. Project Impact – Expected outcome**

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Add rows as required

**g. List of Publications (Indexed in SCOPUS with University affiliation)**

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Add rows as required

Enclose the copies of above-mentioned publications

**4. TRAVEL PLAN & DURATION OF STAY**

Date	From	Time	To	Time	Mode of Travel	Stay at

Add rows as required

Include all dates in the first column in chronological order.

**5. DETAILS OF OTHER FINANCIAL ASSISTANCE (if any)**

Financing body	Address	Website	Contact person, designation, email	Status of application	Financial assistance requested/accepted in Rs.
				Applied for/received	

Add rows as required.

#Attach copy of letters received from participating industry showing intent / financial commitment etc.

*Handwritten signature*

*A. P. Singh Kapoor*

*Handwritten signature*

*Handwritten signature*



**6. DETAILS OF EXPENDITURE AND ASSISTANCE REQUESTED FROM CUPB**

Head of expenditure	Expenditure (Rs.)	Assistance from other agencies (Rs.)	Assistance requested from the University (Rs.)
Travel			
Stay/Accommodation			
Registration fees, if any.			
<b>Total</b>			

Add rows as required.

**7. By signing this certificate, I/We undertake to**

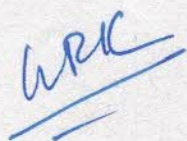
<input checked="" type="checkbox"/>	Abide by all the rules / regulations regarding utilization of amount that may be granted by the University.
<input checked="" type="checkbox"/>	Submit timely programme outcome report to the University.
<input checked="" type="checkbox"/>	Submit utilization certificate duly authenticated by HoD/School Dean/Section Head.
<input checked="" type="checkbox"/>	Return full/partial unutilized grant amount to the University at the earliest.

**Declarations:**

1. I hereby declare that the particulars stated above are true to the best of my knowledge and belief.

2. I certify that the documents enclosed in support of my claims are genuine and authentic.

**SIGNATURE OF APPLICANT WITH DATE**



H.R. Singh Kohli



