

## **Central University of South Bihar**

### **TEACHER DEPUTATION POLICY**

**I. Scope:** Staff Deputation Committee for teachers shall consider (i) Financial Assistance and (ii) Leave for attending the National/International Conference/Seminar/Symposia/Congress/Workshops/Short duration Training Programme etc. within India and outside India to be made effective from 01.09.2016. This shall be applicable only to the confirmed permanent teachers of the University.

- a) Only duty leave, not more than 15 days may be granted without financial assistance by the University, if the teacher is not presenting any paper in the Workshop/Training Programme within India and Abroad. However, if the teacher is going to deliver an Invited talk or Lecture in Workshop/Training Programme in India only, the financial support may be considered as last priority subject to the availability of funds.
- b) Teachers going under any International collaboration exchange programmes with INSA, CSIR, DST, ICSSR, ICAR, MCI and other agencies of similar reputation, may be provided assistance to the extent of 50% of their travel expenses limited to the maximum ceiling as per their entitlement.
- c) Such of the Teachers who are selected for assistance may spend maximum 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 without any financial obligation on the part of the University. The work, and the detailed plan of such visits, should be submitted along with the proposal to the University.

## **II. CRITERIA FOR SELECTION WITH FINANCIAL SUPPORT**

### **TRAVEL GRANT TO TEACHERS TO ATTEND THE CONFERENCE/SEMINAR/SYMPOSIA/ CONGRESS OUTSIDE INDIA**

- a) It is extended to permanent teachers once in three financial years. (Example: Teachers deputed during 2016-17 or earlier will be eligible during 2019-20).

**Note:**

1. This condition can only be relaxed in very special cases as an exception subject to availability of funds.
  2. Deputations to conferences in India will not be counted for the above purpose.
- b)
    1. Not more than one person per department shall be allowed to attend the same conference abroad, at one time.
    2. In case of more than one faculty member /a group from the same Department, deputation should be considered based on the specific recommendations with reasons of the concerned Head/Dean specifically mentioning that the work of Department/Centre will not suffer.

3. In case of two and more applications, younger teacher may be preferred over the Senior teacher, to promote & update his/her knowledge and provide the younger teacher better opportunities which will enable him/her to enhance their professional skills.
4. The claim of Scheduled Castes/Scheduled Tribes, OBC, (non-creamy layer) and women candidates may be given preference while considering applications under the scheme.
5. The travel grant is not to be utilized for Vice-Chancellor of the university for which a separate scheme exists with the UGC.

b) Available only to the Confirmed Permanent University teachers.

c) Eligibility for Travel Grant:

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

**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 deliver symposia talks/invited lectures or invited to discuss arts
- d) Acceptance of paper from organizers should have been received.
- e) Subject to fulfillment of all other conditions (i to v above) equal preference will be given in order of importance to:
- Applicants who have already raised part financial support from other sources (including registration fee waiver, local hospitality and travel support).
  - Session Chairman/Organizing Committee Official/Award winner other distinction (this will be an added qualification to paper presentation which is a must)
  - Those who have never been deputed before.

**III. AMOUNT OF FINANCIAL SUPPORT FOR CONFERENCES ETC. OUTSIDE INDIA**

Actual amount (inclusive of TA/DA and Registration fee) will be decided on case to case basis by the Staff Deputation Committee for teachers subject to the maximum ceiling decided by FC *vis-a-vis* availability of fund in the respective head of the department.

Teachers may also be allowed to bear the balance of expenses from their own resources.

#### **IV. AMOUNT OF FINANCIAL SUPPORT FOR CONFERENCES ETC. WITHIN INDIA**

- a) TRAVEL GRANT TO TEACHERS TO ATTEND THE CONFERENCE/ SEMINAR/ SYMPOSIA/ CONGRESS/ WORKSHOPS/ SHORT DURATION TRAINING PROGRAMME WITHIN INDIA

Actual amount (inclusive of TA/DA and Registration fee) will be decided on case to case basis by the Staff Deputation Committee for teachers subject to the maximum ceiling decided by FC *vis-a-vis* availability of fund in the respective head of the department.

- b) Available to teachers not more than once in a financial year.

**Note:** This condition can only be relaxed in very special cases as an exception subject to availability of funds.

- c) No more than 20% of the existing number of teachers of one Centre/Department shall be deputed to Conferences in India at any given time. This number shall not exceed 5 in any case. The department wise maximum numbers of the teachers to be deputed will be admissible as per the following table:

No. of existing teachers in a Department	Maximum No. that can be deputed to Conferences in India at a given time
1 to 5	1
6 to 10	2
11 to 15	3
16 to 20	4
21 or above	5

(d), (e) and (f) same as in **(II)** above

#### **V. PROCEDURE OF APPLYING FOR TRAVEL GRANT WITHIN INDIA AND OUTSIDE INDIA**

- a) The prescribed application form for Conference/Symposia/Seminar etc. in India and outside India is given at **Annexure- I**.
- b) Applications duly forwarded by the Head of the Department and Dean of concerned school **with their specific recommendation** (regarding eligibility and amount to be given), should reach the Office of the Registrar at least 60 days before the date of the Programme (even if, the acceptance letter is not received which should be submitted as soon as it is received) along with the following documents:

**VI. A soft copy of the full text of documents/ papers prepared by the teachers for presentation at the National/ International Conferences/ Seminars/ Symposia/ Congress/ Workshops. The details of a training programme, even if is of short duration should be supplied.**

- a) 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.
- b) 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 to chair a session/section and mentioning details of the financial support offered etc. should be enclosed.

**VII. In case of Conference/ Seminars/ Symposia/ Congress/ Workshops/ Training Programmes of short duration, the invitation or other relevant documents should be attached.**

#### **FOLLOW UP ACTION WITHIN INDIA AND OUTSIDE INDIA**

- a) Teachers not utilizing their sanctioned amount for whatever reason should immediately inform the office of the Registrar **within a week** through the Head of the Department and Dean to enable others to utilize the amount so released.
- b) Deputed Teachers after attending conferences should provide a participation certificate and submit the bills within one month of return from the conference.

**VIII. Frequency of the meeting and the cut-off date/s for submission of applications:**

The committee shall meet once in a three months and the cut off dates for submission of applications to be put up before the committee for consideration shall be 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December and 31<sup>st</sup> March of every financial year. Application received after due date shall be considered in the next meeting of the committee.

**IX. Savings:** In case of any inconsistency of this regulations with UGC guidelines as amended from time to time the UGC Guidelines shall prevail upon on these guidelines subject to recommendation of the Committee and subsequent approval of the Vice-Chancellor.

**X. Power to Relax:** The Vice-Chancellor on the recommendation of the Committee shall have a power, without altering the overall budgetary allocation/ limit as prescribed by UGC, to relax any conditions of this regulations, to be reported to the next meeting of Academic Council.

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