



YENEPOYA

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Policy document on providing financial support to teachers

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**Policy document on
providing financial support
to teachers to attend
conference/workshops
(Revised)- 2018**

ATTESTED



Dr.Gangadhara Somayaji K.S.
Registrar
Yenepoya(Deemed to be University)
University Road, Deralakatte
Mangalore-575 018, Karnataka



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Name of the Policy/Guidelines	Policy document on providing financial support to teachers to attend conferences/workshops
Scope	This policy is applicable to Yenepoya (Deemed to be University) and all its constituent colleges and departments
Policy Status	Revised
Year of approval	11 th August 2018
Effective Date	24 August 2018
Approval Authority	Board of Management
Responsible officer	Registrar

REGISTRAR

ATTESTED

Dr. Gangadhara Somayaji K.S.
Registrar
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University Road, Deralakatte
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University Road, Deralakatte, Mangaluru – 575 018

No.YU/REG/PA/BOM-43/Not/2018

Date: 24.8.2018

NOTIFICATION - 15

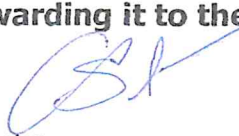
Sub: Amendment to the notification – sanction of financial assistance for attending conferences, seminars, workshops etc.,.

Ref: 43rd BoM meeting held on 11.8.2018 – Agenda 26.

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The Board of Management at its meeting held on 11th August 2018, noted the proposal regarding Amendment to the Notification for sanction of financial assistance for attending conferences, seminars, workshops etc., and the decision of BoM is as follows;

"Guidelines are approved. However, a committee for scrutinizing these applications should be set up at the level of individual colleges before forwarding it to the University".


Registrar
Yenepoya (Deemed to be University)

To:
HR Department – for further action in this regard.

Copy to:
All the Statutory Officers
Academics

ATTESTED


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Mangalore- 575 018, Karnataka

University Road, Deralakatte, Mangaluru – 575 018

No.YU/REG/PA/Not-7/2018

Date: 06.11.2018

NOTIFICATION

**Sub: Financial Assistance towards travel fare, accommodation, DA etc.,
for attending Conferences/CMEs/Seminars/Workshops etc.,**

Ref: Decision of Board of Management at its 43rd meeting held on 11.8.2018.

The TA/DA rules for reimbursement of financial benefits towards travel fare, accommodation, DA, etc, for attending Conferences/CMEs/Seminars/Workshops as approved by the Board of Management at its 43rd meeting held on 11th August 2018 is hereby notified. This will come into effect from 1st January 2019.

Sl No	Description	Registration fees (Rs)	Lump sum amount towards TA, DA, accommodation etc., (Rs)	Total (Rs)
1.	State & Zonal Conference/Workshop etc.,	5,000/-	20,000/-	25,000/-
2.	* National/International Conference / Workshop etc within India	10,000/-	25,000/-	35,000/-
3.	** International Conference/ Workshop etc.,			
	(a) Middle East countries, South East Asia.	20,000/-	40,000/-	60,000/-
	(b) North America, South America, Australia, New Zealand, African countries, Europe, including UK.	20,000/-	70,000/-	90,000/-

Reimbursement will be subject to production of bills / vouchers at actual or to a maximum of amount as noted above. Letter for prior permission will have to be submitted to the University through proper channel strictly three months in advance.

****Periodicity and other terms:**

- The HOD and professors to be allowed once in three (3) years subject to minimum three (3) years of service in the University.
- Associate Professors / Readers / Assistant Professors / Lecturers to be allowed once in four (4) years subject to three (3) years service in the University.

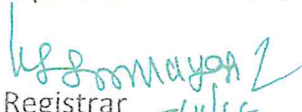
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 Registrar
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- At any given point of time not more than 50% staff in the department can be allowed to attend such programmes.
- On return from the International conference/workshop the individual faculty will serve the institution for a minimum of two years.
- On return from the International conference/workshop the staff deputed availing financial benefit/Special casual leave, will conduct a similar program wherein knowledge gathered in the conference will be disseminated and the best International practices being followed in those conferences will be adopted here also.
- The TA/DA bills for reimbursement of expenses including travelling expenses should be forwarded by the respective Deans only after the program is conducted in the respective colleges and the certificate to that effect should be attached.
- In case there is only one faculty member in a department, permission will be granted only if alternative arrangement is made to look after the routine functioning of the department.
- Assistant Professors / Lecturers will be allowed to attend such conference only if their scientific papers are accepted for presentation (oral / poster).
- Senior faculty like Associate Professor / Reader / Professor will be permitted to attend if they are invited as chairpersons / moderators / panellists / speakers etc.
- If any faculty member desires to participate in the national or international programmes every year, they are welcome to do so at their own cost and leave to their credit.
- * National conference – every year.

In case the faculty resigns from the services before completing the minimum period of service after attending such conference/workshop etc., the individual faculty shall pay back the expenses to the University.


Kc Registrar 2/11/18
Dr Gangadhara Somayaji
Registrar

Yenepoya (Deemed to be University)

To: Mangalore 575 018

The Principals of all the constituent colleges.

Cc to:

All the Statutory Officers.

HR /IQAC/Academics

ATTESTED

Dr.Gangadhara Somayaji K.S.
Registrar
Yenepoya(Deemed to be University)
University Road, Deralakatte
Mangalore-575 018, Karnataka

**Policy document on
providing financial support
to teachers to attend
conference/workshops
(2014)**

ATTESTED


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Registrar
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University Road, Deralakatte
Mangalore-575 018, Karnataka



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Name of the Policy/Guidelines	Policy document on providing financial support to teachers to attend conferences/workshops
Scope	This policy is applicable to Yenepoya (Deemed to be University) and all its constituent colleges and departments
Year of approval	07 th April 2014
Effective Date	18 th June 2014
Approval Authority	Board of Management
Responsible officer	Registrar

REGISTRAR

ATTESTED

Dr.Gangadhara Somayaji K.S.
Registrar
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Mangalore- 575 016, Karnataka

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YENEPOYA UNIVERSITY

No.YU/REG/NOT/010/2014

Office of the Registrar
University Road
P.O. Nithyananda Nagar
Deralakatte
Mangalore - 575018
Ph: 0824-2204667/68/69

Date: 18.6.2014

NOTIFICATION

Sub: Financial assistance for attending Conferences/CMES/Workshops.

Ref: 1. This office letter No. YU/REG/NOT/021 dated 20.1.2011.

2. Decision of Board of Management Meeting dated 7.4.2014.

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The TA/DA rules pertaining to teaching staff for attending Conferences/CME's/Workshop etc., as approved by the Board of Management is hereby notified;

<i>Financial Assistance for attending Conferences/CME's/Workshops etc.,</i>	
NATIONAL / REGIONAL/ STATE LEVEL	
1.	<p><u>Eligibility:</u></p> <p>All the regular full time teaching faculty and certain categories of non teaching faculty including Librarian, Statistician, Deputy Director of Physical Education, Deputy Director IT, Psychologist and Museum Curator who are engaged in teaching activities. Any one of National/Regional/State Level Conference is permissible in a calendar year.</p>
2.	<p><u>Registration:</u></p> <p>Fees Rs.5000/- or actual whichever is less for presenting papers/posters/chairing a session.</p> <p>a) Registration fee is only towards Conference.</p> <p>Deans/Professors are allowed to chair a session to get the benefits. Associate Professors/Readers/Asst.Professors/Lecturers must present a paper/poster.</p> <p>b) Pre-Conference CME/Workshop is treated separately. A maximum registration fee of Rs.1500/- or actual whichever is less for CME and for Workshop is permissible.</p>

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Mangalore-575 018, Karnataka

3.	<u>Travelling Facility:</u>			
	Category	Travelling Facility		
	Deans/Professors	Air Travel by economy class with prior permission of the Vice Chancellor.		
	Associate Professors/Readers	2 Tier AC or Car mileage @ Rs.6/- per km or Actuals/Rs.5000 whichever is less.		
	Assistant Professors/Lecturers	3 Tier AC or Car mileage @ Rs.5/- per km or Actuals/Rs.3000 whichever is less.		
4.	<u>Accommodation & Daily Allowance:-</u>			
	Category	Accommodation		Daily Allowance
		Metro cities	Other cities	
	Deans/Professors	Rs.4000 per day	Rs.3000 per day	Rs.1000/- per day + one day extra
	Associate Professors/Readers	Rs.3000 per day	Rs.2000 per day	Rs.1000/- per day + one day extra
	Assistant Professors/Lecturers	Rs.2000 per day	Rs.1500 per day	Rs.1000/- per day + one day extra
5.	<u>Prior permission:</u> Letter for prior permission will have to be submitted strictly three months in advance.			
6.	<u>Paper Publication:</u> Paper in publication format will have to be submitted to the university 15 days before the conference by those categories of staff for whom paper/poster presentation is mandatory.			
OVERSEAS CONFERENCES				
	<u>Eligibility:</u>			
1.	All the regular, full time faculty, who have served for a minimum period of two years in Yenepoya University are eligible.			
2.	<u>Registration:</u> Actuals for all categories of teaching staff Professors/Associate Professors/Readers) Assistant Professors/Lecturers) paper/poster presentation is mandatory			

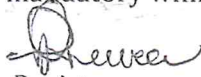
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3.	<u>Travelling Facility:</u> Regular, full time faculty are permitted to attend once in three years and full air fare both ways by economy class is allowed.		
4.	<u>Accommodation & Daily Allowance:</u>		
	Category	Accommodation	Daily Allowance
	Dean & Professor	Rs. 5000 per day or actual whichever is less.	Rs.2000 per day +2 days extra
	Associate Professors/Readers/Asst. Professors/Lecturers	Rs. 3000 per day or actual whichever is less.	Rs.1500 per day + 2 days extra
5.	<u>Prior Permission:</u> Letter for prior permission will have to be submitted six months in advance.		
6.	<u>Paper publication:</u> Paper in publication format will have to be submitted to the university three months prior to the conference.		

General conditions:

1. Application/request to attend a conference must be sent through proper channel at least **three months before the conference date** in case of National/Regional/State Level Conferences and **six months before for the Overseas Conferences**. This is absolutely necessary for obtaining financial sanction.
2. The university will communicate the approval within reasonable time after receipt of the request so that the faculty will have sufficient time to plan/obtain visa etc.,
3. The faculty will submit a detailed report within two weeks after returning from the conference.
4. Submission of valid vouchers including Boarding Cards in case of air travel is mandatory while making claim.


Registrar

To:

The Principals of all the constituent colleges.

Cc to: All the Statutory Officers, Director-A&A, Director-R&F
Special Officer, Manager, EST, NAAC Office.

 **ATTESTED**
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