

Annexure-3: Guidelines for the applications submitted by the faculty under International activities Section A: 2-a) and 2 -b)

1. Guidelines for the application for visits to a National and International Conferences/Events:

- (i) Visits for International/National events will only be allowed during vacation period (i.e. semester breaks, summer and winter breaks, holidays only). Head of the Department or the concerned Coordinator of the department should ensure that examination /result related work do not suffer while forwarding the application of a faculty during vacation period also.
- (ii) The conference should be prestigious/quality and organized by university/research institution/societies/industries.
- (iii) The conference should not be a predatory/questionable conference as listed on various online resources.
- (iv) The review report / acceptance of paper/abstract of the manuscript should be attached with the application form.
- (v) In absence of acceptance letter of the paper/abstract, the application will not be considered.
- (vi) Faculty will be allowed to attend conferences in their own research areas/ relevant interdisciplinary areas.

As the visits outside the institution (abroad and India) **to be restricted to vacation period only**, there should not be any restriction in the number of faculty for participation in the events in abroad/India. However, the department head or the coordinator has to ensure that some faculty are retained in the department for other academic/administrative work for smooth functioning of the Department.

Note: For the events which is organised in the institute itself, there will be no vacation restriction for the participation, but the faculty has to adjust the teaching work in order to avoid teaching loss. For similar events held outside the institute other than during the vacation period, the Director may grant permission only for exceptional events and with proper justification and recommendation from departmental committee and institute PDA committee.

2. Guidelines for the total stay abroad during an activity visit under Section A: - 2-a) and 2-b)

- i. Actual days of conference days and two additional days (one before and another after the conference) plus the actual period of travel.
- ii. One/two extra days may be permitted under extraordinary circumstances only (like non-availability of the Air India, its allied partner flights, etc.). However, prior approval from competent authority is mandatory.
- iii. In normal circumstance, extension of stay abroad will not be allowed. In case, a faculty wants to stay abroad during holiday beyond the sanction limit, prior permission from the Director is required. However, the Director may deny the permission in case of exigencies.

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- iv. Further, in case of over stay abroad, before/ or (and) after the conference period (with prior approval of the Director), faculty will have to bear one way travel expenses. DA will be provided as per above (point 'i' or 'ii', whichever applicable) in addition to the accommodation charge (as per rule) and registration fee on production of proof.
- v. As per the GOI norms, the faculty has to travel by Air India/ its allied partner flights. In case the travel is not made through the above said Airlines, the **Air-fare will not be reimbursed**. In exceptional cases, prior approval may be taken from the competent authority with proof and proper justification on the non-availability of Air India or allied partner flights, before travelling in any other airlines.
- vi. DA (for the conference days plus two days only), accommodation charge (as per rule) and the registration fee can be reimbursed only on production of proof.
- vii. Suffix/prefix of Saturday/Sunday/Holidays with the duty will be dealt as per the GOI/Institute rules. In any case, total stay abroad should not be more than the approved one.

Under Section A: 2-b):

A maximum of 10 days is allowed for the event under 2-b) during summer/ winter vacation/semester break and holidays only. A period of more than 10 days (maximum of 4 weeks during summer holidays only) may be allowed but the reimbursement will be limited for maximum of 10 days only. The remaining expenditure (i.e. more than 10 days) may be borne by the university/institute being visited / any external funding agency or by the faculty.