

THE SCHEME OF TRAVEL GRANT TO TEACHERS, THE ACADEMIC STAFF AND GROUP “A” OFFICERS (NON-ACADEMIC) OF THE UNIVERSITY FOR PARTICIPATION IN CONFERENCES / SEMINARS / SYMPOSIA ETC. WITHIN THE COUNTRY AND ABROAD (Effective from 1.1.2012)

(A) INTRODUCTION

The Indira Gandhi National Open University recognizes the importance of participation by its teachers, the academic staff, and Group ‘A’ officers on the non-academic side in conferences/seminars/symposia etc. held in the country and abroad. The University also acknowledges that participation in such conferences/seminars etc. provides a significant opportunity to the teachers/academics and officers of the University to present the findings of researches related to their disciplines and the open and distance learning system before the national/global audience. In addition, the conferences/seminars etc., also give opportunities to acquaint themselves with the latest developments in their fields of professional interest and to exchange experiences and ideas with professional and scholars working in various institutions. This helps the participants in enriching their professional development.

The University, with the above objectives in view, encourages the participation by its teachers, the academic staff, and non-academic Group ‘A’ officers in conferences/seminars/symposia, etc., and provides financial assistance for this purpose in the form of a Travel Grant, as detailed below.

(B) ELIGIBILITY

All the regular teachers, the academic staff, and non-academic Group ‘A’ officers of IGNOU are eligible for a Travel Grant under the scheme to:

1. deliver a Keynote Address or Theme Presentation in a Conference/Seminars/Symposium;
2. present a paper or give a talk in a Conference/Seminar/Symposium, etc. The paper should have been accepted by the Organizers of the Conference/Seminar/Symposium
3. make a poster presentation of original research work at a Conference/Seminar/Symposium, etc.

Explanation: The travel grant will be given to scholars only for presenting their own researches/contributions to academic work. The paper / presentation of the teachers, the academic staff, and Group ‘A’ officers (non-academic) must be of high quality and should be based on original research done during the previous two years in that area or allied areas while working in IGNOU.

(C) PATTERN OF ASSISTANCE

I. For Conferences / Seminars etc. requiring travel within India.

- (i) The Travel Grant for participation in Conferences/ Seminars/ Symposia
 - (a) Cost of Travel to the place of Conference and back;
 - (b) DA as per the participant’s entitlement; and
 - (c) Registration Fee/Delegate Fee paid by the participant.
- (ii) In the case of the organizers of the Conference paying for board/lodge or travel cost, the amount so paid shall be refunded to the University.
- (iii) Air Journey shall be performed by shortest routes, as per the Govt. of India rules in vogue at the time of Travel.
- (iv) Admissible rail/bus/ air fare will also be paid for to-and-fro travel between Residence/ (University) Headquarters and the nearest airport from which national flights take off.

II For Conferences / Seminars etc. requiring foreign travel.

- (i) Travel Grant for the purpose of participation in conference abroad will cover:
 - (a) cost of air travel as per the Govt. of India rules in vogue at the time of travel.
 - (b) Daily allowance/maintenance allowance for Conferences abroad as per the Govt. of India rates. The above rates of daily allowance will cover expenditure on boarding, lodging, incidental expenses and internal travel within the country visited.
 - (c) The registration fee/ delegation fee paid by the participant.
- (ii) If a person is given the Travel Grant for international travel, but is not given the visas required by the countries concerned, then the visa handling fee (which is non-refundable) would be paid/ reimbursed by the University.
- (iii) Admissible rail/ bus/ air fare will also be paid for to-and-fro travel between Residence/ (University) Headquarters and the nearest airport from which international flights take off.
- (iv) In the case of the organizers of the Conference paying for board/lodge or travel cost, the amount so paid shall be refunded to the University.
- (v) Such of the Teachers/ Academics/ Group-A officers (Non academics) who are selected for assistance may spend 5 working days beyond the conference period, in the country where the programme is held for visiting institutions/experts of their subject field, with no extra financial commitment of the University. The work and the detailed plan of such visits, should be submitted along with the proposal to the University.

(D) CONDITIONS

- (i) Travel Grant will be admissible to a Teacher, the Academic Staff and Group 'A' Officers once in a year for participation in a Conference within the country and once in three years for participation in a Conference abroad.
- (ii) To avail of Travel Grant for participation in a national conference/ seminar etc. the teacher/ academic and Group-A Officers must be a confirmed employee of the University. For participation in a conference/ seminar etc., abroad, the employee concerned must have rendered at least three years of service as a regular employee in the University.
- (iii) Teachers and academic staff sanctioned a Travel Grant to participate in Conferences will be entitled to academic leave/any other admissible leave for the days of the Conference and the time taken for travel as well as Leave noted in C.II(v). The Group 'A' Officers will, however, be treated as on duty since academic leave is not admissible to them.
- (iv) If any assistance is received from the organizers or any other sources by the participant, such grants will be adjusted against the total approved expenditure and the balance grant will be refunded to the University.
- (v) If the paper/poster has been prepared by two or more persons, only one of them will be allowed Travel Grant for presenting it in the Conference / Seminar. Subject to the No Objection Certificate given by the other author(s).

(E) PROCEDURE

- (i) Applicants who wish to avail of Travel Grant from the University should apply at least one month and three months in advance of the date of the Conference in India and Conference abroad, respectively.

- (ii) In the case of an exigency beyond the control of the employee concerned, the period of one month and three months for Conferences in India and abroad, respectively, may be relaxed with the approval of the competent authority.
- (iii) Every application for a Travel Grant under this Scheme should be made from the prescribed form (available on the IGNOU Website www.ignou.ac.in/divisions/acd/index.htm) and be accompanied by the following documents.
 - (a) 6 copies of the presentation to be made at the Conference/ Seminar/Symposia etc. if more copies are needed, the Academic Coordination Division shall make additional copies.
 - (b) Details of the Conference or copy of the Conference brochure at which the paper/ poster is to be presented.
 - (a) A copy of the letter from the organizers of the Conference accepting the paper/ poster for presentation or a copy of the letter of invitation from the organizers of the Conference.
- (iv) Applications for Travel Grant will be considered by the Travel Grants Committee appointed by the Vice-Chancellor, which shall consider each request and make its recommendations to the Vice-Chancellor for approval.
- (v) The Committee shall be chaired by a Pro Vice Chancellor/ Senior most Professor. It shall have one subject expert from another University/ Institution located within Delhi, with Director (ACD) acting as the Convener.
- (vi) Every applicant should make a presentation before the Travel Grant Committee for sanction of Travel Grant. In case any teacher/ academic is not in position to make a presentation before the Committee in person, presentation can be made by an appropriate mode of communication.
- (vii) The Committee shall meet as and when required, but usually once a month.
- (viii) Every employee who avails Travel Grant under this scheme shall submit a report to the Academic Coordination Division/ Administration Division after the Conference along with a certificate of participation from the conference secretary / convener etc. The participant should make an open presentation, with intimation to ACD/ ADMN to share their experience with the academic community, within two weeks of returning to the University. If this is not done, the employee may be asked to pay back the grant.
- (ix) A copy of the proceedings of the Conference, wherever available, should be deposited by the participant in the University Library.
- (x) In sanctioning Travel Grant, as a general rule, those who have not been provided any support for travel from IGNOU in the past will receive preference.
- (xi) Since there is a separate allocation in the budget, the applications of Teachers and the Academic Staff will be processed by the Academic Coordination Division and the applications of non-academic Group-A officers will be processed by the Administration Division.
- (xii) All papers/ posters to be presented in Conferences in India/abroad using grants from the University should acknowledge this fact in the papers/ posters concerned.

(F) BUDGET ALLOCATIONS

- (i) The University will earmark a specific allocation from its budget to finance this scheme every year. In the eventuality of total expenditure involved in sanctioning grants under the scheme exceeding the budget allocation, the Travel Grant Committee may make a request for an increase in the budget allocation or may consider sanctioning only partial grants.

- (ii) As soon as the budget is finalized, the total provision made for the scheme should be bifurcated for conferences in India and for conferences abroad. As far as possible, half the amount earmarked for the Conferences abroad would be utilized for summer conferences (April-September) and the balance for winter conferences (October-March).
- (iii) When the Teachers and the Academic Staff and Group 'A' Officers are sent on nomination by the University for Conferences/ Symposia, etc., and not under the Travel Grant Scheme, their expenses may be defrayed from the budget other than that for Travel Grant.
- (iv) The Travel Grant Scheme will be operated in accordance with the financial year. The approval accorded to the candidate(s) shall not be carried forward to the next financial year.