



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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No.: CU/REGOFF/2017/017/ 7529 A

Date: 3rd July, 2023

NOTIFICATION

In pursuant to the Res. No. EC/2023/29/2 of the Executive Council in its 29th meeting held on 22 June, 2023 the following policy documents are notified and implemented in Cotton University with immediate effect.

Sl. No.	Policy Name
1	Cotton University Research Policy
2	Policy for the Students' Grievance Redressal Mechanism, 2023
3	Policy for Students' Fellowship, 2023
4	Policy for Slow and Advanced Learners
5	Policy document on Intellectual Property Rights, 2023
6	Policy document for granting financial support to university teachers for attending national and international conferences/ seminars/ workshops/ symposia under faculty development programme (FDP)
7	Policy Documents on In-House Research Project & Guidelines
8	Guidelines for In-House Departmental Projects

This has been issued with approval of the Hon'ble Vice Chancellor, Cotton University subject to the post facto approval of the Executive Council.

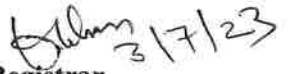

Registrar

Memo No.: CU/REGOFF/2017/017/ 7529 (A) (H)

Date: 3rd July, 2023

Copy for information to:

1. Pro-Vice Chancellor, CU for kind information.
2. PS to Vice Chancellor for kind appraisal of the Hon'ble Vice Chancellor, CU
3. All Deans of CU for kind information.
4. All Officers/ HoDs of CU for kind information.
- ✓ 5. Coordinator, IQAC for kind information.
6. CSM to upload the notice in CU website with the Policy documents.
7. Notice Board
8. Office File


Registrar 3/7/23



अप्रमत्तेन वेद्ध्यम्

**POLICY DOCUMENT FOR GRANTING
FINANCIAL SUPPORT TO UNIVERSITY
TEACHERS FOR ATTENDING NATIONAL
AND INTERNATIONAL
CONFERENCES/SEMINARS/WORKSHOPS/
SYMPOSIA UNDER FACULTY
DEVELOPMENT PROGRAMME (FDP)**

**Cotton University
Panbazar, Guwahati
Assam**

अप्रमत्तेन वेद्ध्यम्

POLICY DOCUMENT FOR GRANTING FINANCIAL SUPPORT TO UNIVERSITY TEACHERS FOR ATTENDING NATIONAL AND INTERNATIONAL CONFERENCES/ SEMINARS/ WORKSHOPS/ SYMPOSIA UNDER FACULTY DEVELOPMENT PROGRAMME (FDP)

The rules under this policy document are considered as guidelines for granting financial support to university teachers for attending national and international conference/seminars/workshops/symposia.

1. SCOPE OF THE POLICY

This policy extends to all levels of academic teaching and research activities, but not to any type of certification programme. Participation in such programmes is contingent on local need evaluations and approval, among other things, and is consistent with the University's requirements. The faculty should align their participation with academic content standards, or research standards as enumerated in the Research Policy.

2. OBJECTIVES

The Cotton University seeks to enhance the research and academic activities of faculty members in order to promote its international standard. This is accomplished through:

- (a) Sponsoring faculty members to attend conferences, seminars, workshops, symposia, scientific meetings and training, which will enrich the scientific and technical experience of faculty members
- (b) Encourage innovative research and academic programs
- (c) Enable faculty members to exchange knowledge and ideas in international forums
- (d) Prepare faculty members to represent the Cotton University in international forums
- (e) Enrich faculty members' scientific knowledge
- (f) Provide opportunities for faculty members to gain knowledge and experience in his/her discipline.
- (g) Encourage scientific collaboration between faculty members of the Cotton University and renowned national/international research institutes.

3. ELIGIBILITY FOR TRAVEL/RESISTRATION FEE GRANT

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

(B) 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 Exchange programmes.
- (v) Those invited under international collaboration.
- (vi) Those invited for scientific training for innovation and skills.
- (vii) Under this scheme financial assistance of TA/Registration fee to a faculty member for national or international conferences/ seminars/ workshops/ symposia will be available twice in his/her whole year's service period on 50% basis subject to availability of the University Funds.

4. APPLICABILITY:

- (i) Who are appointed as regular basis in the University
- (ii) Completed **3 (three)** years of service in the University

5. ADMISSIBILITY

- (i) Eligible faculty members may be allowed to attend national and international conferences/seminars/workshops/symposia under faculty development programme (FDP) and may be paid TA or Registration (Delegation fee) according to the entitlement if the same has not been provided by the hosting institutions/organization.
- (ii) This scheme is not provided to the faculty member for those who have already sponsored project under some agency and already have covered

- the travel grants etc. for attending national or international conferences/seminars/workshops/symposia.
- (iii) Only those teachers whose paper has been accepted for presentation in national or international conferences/seminars/workshops/symposia.
- (iv) Faculty members desirous to attend national or international conferences/seminars/workshops/symposia must assess its relevance before sending the paper to the Academic Registrar of the University through HoD.
- (v) The Department shall ascertain whether proposed national and international conferences/seminars/workshops/symposia are of high repute and worth the participation.
- (vi) The Department shall ascertain that such type of conferences/seminars/workshops/symposia would not adversely affect the academic scheduled of his/her department and will not impede normal working of his/her department.
- (vii) Such permission for attending conferences/seminars/workshops/symposia may be granted subject to the availability of the funds.
- (viii) University teachers when allowed TA/Registration fee (Delegation fee) may be treated as on Special Duty Leave (SDL).
- (ix) Every application for attending the conference/seminars/workshops/symposia must reach the office of the Registrar at least fifteen days before the date of journey duly recommended by Academic Registrar of the University. Permission letter may be issued to applicant by the Registrar on approval of Vice-Chancellor of the University.
- (x) However if any faculty members want to participate the conferences/seminars/workshops/symposia in third or more times without claiming TA/Registration fee (Delegation fee), they may be allowed to attend the same with verification of authenticity and after ascertain that such type of conference/seminars/workshops/symposia would not adversely affect the academic scheduled of his/her department and will not impede normal working of his/her department. In that case his/her leave may be considered as Casual Leave (CL).

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6. AFTER ATTENDING THE CONFERENCE/SEMINAR/WORKSHOP/ SYMPOsia

After attending the conferences/seminars/workshops/symposia, beneficiary candidate shall have to be submitted the bill/bills with detail vouchers he/she spent along with following documents to the Registrar of University: This should be completed within **fifteen days** of his/her returning the university.

- (a) Conference/seminars/workshops/symposia attendance certificate from the organizer.
- (b) Detail bills relating conferences/seminars/workshops/symposia.
- (c) Brief reports or summary of the conferences/ seminars/ workshops/ symposia with academic demands/beneficiary for the students of the University.

7. PAYMENT

The payment for attending conferences/seminars/workshops/symposia may be made as per the following criteria:

- (a) Assistance will be granted for travel expenses only 50% of the air fare by economy class or 50% fare of 2nd AC in train or 50% of registration fee (delegation fee) both for national and international conferences/seminars/workshops/symposia.
- (b) 100% of total expenditure of whole journey may be granted to faculty member if they are sent by the University authority for scientific meetings and trainings (those invited under national or international exchange programmes/collaboration programme/scientific training for innovation and skills. Number of attending programmes by the faculty member in this case has no limit.
- (c) The payment will be made after submission of the bill/bills with documents as mentioned in the section 6 above.

8. MONITORING AND EVALUATION

Every year the University will send UGC, the expenditure statement and the progress report for physical performance in the prescribe format in the Annexure-V of UGC Guidelines (12th five-year Plan).

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Annexure-I

Following information are necessary for submitting the application to the Academic Registrar for attending conferences/ seminars/ workshops/ symposia

Name with designation	
Department	
Name of the conferences/seminars/workshops/symposia	
Name of the hosting institution/organization	
Detail address of the hosting institution/organization	
Date of the Event	
Role of the applicant in the Event	
Duration of the Event	
Whether financial assistance supported by the hosting institution/organization. If yes, mention the amount supported in INR	
Whether financial assistance supported by any financial agency (Govt/PSU/Private etc). If yes, mention the amount supported in INR	
Financial assistance already availed during the current year from the University	
Number of events attended during the current year	
Type of leave availing currently	

Copy to be enclosed:

1. Copy of invited letter from organizer of the conference
2. Copy of acceptance letter from the organizer of the conference
3. Abstract of the paper to be presented
4. Travel Plane

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