



PONDICHERRY UNIVERSITY

(A Central University)

PLANNING & DEVELOPMENT SECTION
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PU/PD2/617/2012 / 247

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CIRCULAR

In continuation of this Office Circular Ref. No.PU/PD2/556/2012/755, dt.27.02.2015, it was decided by the Academic Advisory Committee that the procedure as per the UGC guidelines mentioned below should be followed by the Faculty members at the time of application for financial assistance for travel grant and for organizing the National / International Seminar which has to be verified and scrutinized by the concerned Head of the Department / Dean with their specific recommendation on the proposal.

FOR TRAVEL GRANT (To attend National / International Seminar)

1. Application for travel grant to be sent by the teachers at least **60 days** before the date of the programme with specific recommendation of the HOD/Dean about the level of the programme and the standing of the Institution organizing the event should also be truly international / national / professional and capable of enhancing skills to the professional accomplishment of the beneficiary, with the following documents:
 - a) Abstract of the Paper prepared by the teachers for presentation, Brief details of the organizers, title of the programme, place and duration of the conference et. in which the paper is proposed to be presented or participation is desired.
 - b) A copy of the letter of invitation from the organizers accepting the paper and mentioning details of financial support offered etc.
2. Financial assistance may be considered in the following five cases as per the order of preference given below:
 - Teachers delivering key-note addresses / plenary lectures
 - Those contributing a paper
 - Those invited to Chair a Session
 - Those invited under International Collaboration Exchange Programme
 - Those invited to give symposia / talks / invited lectures
3. Financial assistance for international travel is permissible once in three years.

4. Travel assistance within India is permissible once in six months and Registration Fee subject to a maximum of Rs.10,000/- is permissible on 100% basis.
5. The University can meet only a percentage of the admissible expenditure mentioned for travel, airport tax, maintenance and registration charges for assistance provided the teachers may be allowed to bear the balance expenses from their own resources or from other funding agencies, as per the UGC guidelines.

FOR SEMINAR GRANT (To organize Seminar / Workshop)

1. Conduct of National / International Seminars and Conferences by the Departments may be decided in the beginning of the Semester itself by the Programme Committee of the Department for inclusion in the calendar of events.
2. The request for organizing the **International Conference** / giving relevant details may be sent to the Planning & Development Section, **six months** before the International Conference for processing the files.
3. Preparations for the International Seminars / Conferences to include formation of International and local Advisory Committees and the first circular giving basic details of the conference to be sent four months before the date of the event.
4. For organizing the **National Seminar**, request for financial assistance with the circular may be sent to the Planning & Development Section, **60 days before** the seminar with a copy of the first circular giving basic details of the Seminar.


Registrar

To

All Deans / HODs / Faculty Members / Officers,
Pondicherry University.

Copy to :

1. The A.R. to V.C – for kind information of the Vice-Chancellor
2. The P.S. to the Director, SEI&RR – for kind information of the Director
3. The A.R., O/o. the Registrar – for kind information of the Registrar
4. The P.S. to the F.O. – for kind information of the Finance Officer

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