



NICHE
KANYAKUMARI
DEEMED-TO-BE UNIVERSITY

NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

📍 Kumaracoil - 629 180, Kanyakumari District, Tamil Nadu, India

🌐 www.niuniv.com ✉ info@niuniv.com

☎ +91-9486856101, 04651-250566

Policy on Financial Assistance Provided to Faculty Members

The University encourages teachers to attend and participate in conferences, symposiums, workshops, and training programmes held in India and abroad to share knowledge, grow academically, and collaborate in a healthy academic and research environment.

Keeping in view the guidelines of UGC in this regard and practice in other universities and institutes of national importance, the following guidelines have been framed:

1. Objectives

1. To encourage the teaching staff to present research papers at National and International Repute conferences.
2. To support the teaching staff in availing opportunities to discuss novel developments, emerging challenges, and future perspectives in their fields of interest.
3. Support teaching staff and promote teaching, learning, research, extension activities, and governance through participation in conferences and workshops.
4. To enhance their academic credentials in line with expectations.

2. Eligibility

Permanent employees whose probationary period is completed will be eligible for a travel grant under the following circumstances:

- a. Those invited to attend academic conferences/ seminars/ symposia/ workshops. The programme's level and the institution's standing should also be truly international/ national/ professional and capable of enhancing skills or adding to the beneficiary's professional accomplishments.
- b. Financial assistance may be provided for the following purposes for participating in the reputed conference, etc.: -
 - i. For Teachers delivering keynote addresses/ plenary lectures.
 - ii. Those contributing a paper.
 - iii. Those invited to Chair a session
 - iv. Those invited under International Collaboration/ Exchange Programmes
 - v. Those invited to give Symposia/ talks/ invited lectures or invited to discuss arts
 - vi. Enhance knowledge base through training and attending workshops and professional/faculty development programmes.
- c. Poster presentations and mere participation will generally not be considered for financial assistance.

3. Pattern of Assistance

- a. Each eligible teacher/officer is entitled to a grant of Rs. 20,000 to spend on these activities.
- b. If the amount is not sufficient, the applicant can seek funds from other sources.
- c. Admissible expenditures will cover economy class airfare by the shortest route, airport tax, visa fees, registration fees, and daily allowance as per the rule. A late registration fee will not be reimbursed. Accommodation expenses shall be reimbursed as per the rules.
- d. TA/DA will be admissible as per the rule.
- e. If the lodging and boarding charges are included in the registration fee, DA shall be regulated accordingly. This will apply to both categories of travel.

4. Application Procedure

Employees shall apply to the Registrar at least 45 days / 30 days before international/national events commence, respectively. For international events, the application shall be submitted through the respective Head of Department, who will place recommendations before the Registrar.

5. Mode of Approval

- a. A Committee shall scrutinize the applications to be forwarded to the competent authority. The Committee shall consist of the Dean, the Head of the respective Department, and a subject expert (from within the school), who shall form the Standing Committee to scrutinize the applications of teachers. (For international events only)
- b. The Committee shall verify the event's suitability for the applicant's academic progression, the standing/status of the organizing agency, and the likely impact on the department's academic activities.
- c. The applicant's proven record of research output and publication of the previous presentation for which such assistance was taken, if any, will be the important criteria. Regarding officers, the proposed programme's possible impact on overall administrative functioning shall be considered.
- d. If multiple applicants are present from the same department, preference may be given to applicants who have secured partial assistance from external sponsors/ sources.
- e. The decision of the Vice-Chancellor shall be final.
- f. As far as possible, Professors and Associate Professors should be encouraged to go on invitation and/ or seek funds from other sources.

6. Leave Facility:

- a. As per UGC Guidelines, a maximum of 30 days of Duty Leave is admissible.
- b. Duty leave shall be sanctioned for attending International Conferences, Seminars, Symposia, Workshops, and Training Programmes, including journey days. The teacher is also allowed 3 days of additional leave to conduct academic interaction visits and form a joint collaboration.
- c. The faculty is also allowed 2 days of additional leave for national conferences, symposia, seminars, workshops, and training, including journey days.
- d. For training programmes, duty leave may be granted for the actual duration, including journey days. This is exclusive of the usual 30-day OD available to a teacher in a year.

7. Monitoring the Outcome

- i. The faculty members should submit a detailed report along with the bills for adjustments, preferably within a month of returning from the event.
- ii. If the settlement/ adjustment is not processed in one month's time of return, 25% of the sanctioned amount shall be withdrawn as a penalty. However, in extraordinary circumstances, the Vice-Chancellor may condone this.
- iii. For faculty attending the Training Programme/ Workshop/ should give a presentation in the department explaining the outcome/ learning.
- iv. Faculty attending International Conferences, Seminars, or symposiums should publish their papers in a peer-reviewed International or national journal within a year, failing which their sanction will be held until publication subsequent to sanction. However, for local languages, the decision of the School Academic Committee shall be final.
- v. The faculty attending National events Conferences/ Seminars/ Symposia should publish his/her paper/abstract in proceedings or in some other journals.
- v.i. In all circumstances, the decision of the Vice-Chancellor shall be final.




Registrar

Dr. P. THIRUMALVALAVAN,
Registrar,
Noorul Islam Centre for Higher Education,
Kumaracoil - 629 180, Thuckalay,
Kanyakumari District.