

**GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY**

DWARKA, DELHI – 110 075.

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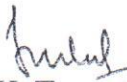
Office Order

On the recommendation of 32nd Finance Committee, the Board of Management in its 49th meeting held on 22nd March 2012 has approved the participation of Faculty Members for attending National & International Conference/Seminars as per detail below:-

1. Maximum of two visits in a year (financial year) for attending national or international level Conferences/Seminars of repute within any part of the country.
2. In addition, one Conference/Seminar of repute outside the country.
3. The above will be subjected to acceptance of research paper and presenting the paper physically during the Conference/Seminar or getting invitation to delivering keynote address.

This Scheme will be governed according to a separate regulation issued for implementation of this Scheme.

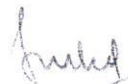
This issues with the approval of the Competent Authority.


(S.K. Tanwar)

Controller of Finance

Copy to:

1. All Deans, GGSIPU (SBT/SCT/SBAS/SIT/SEM/SMS/SLLS/HSS/EDN/ CMS)
2. Registrar, GGSIPU
3. Principal, IGIT.
4. All Directors, GGSIPU.
5. Controller of Examinations, GGSIPU
6. OSD to Hon'ble Vice Chancellor, GGSIPU
7. Incharge, Server Room to download this Circular on University website.


(S.K. Tanwar)

Controller of Finance

Regulations for approving the participation of Faculty Members for attending the National and International Conference/Seminars.

Title:-

1. On the recommendation of 32nd Finance Committee, the Board of Management in its 49th meeting held on 22nd March 2012 approved the guidelines for participation of Faculty Members for attending National and International Conference/Seminars. These regulations may be called "Guidelines for participations of faculty members for attending of National and International Conference/Seminars".

Applicability:-

2. These regulation shall apply to the full time Academic Faculty
 - (a) Who are appointed on regular basis.
 - (b) Who are re-employed after retirement.
 - (c) Who are appointed on Contract basis (more than one year duration).
 - (d) Who are on deputation to the University.
3. These regulations shall not apply to
 - (a) Who are not employed on full time basis.

Admissibility

4. Maximum of Two visits in a year (Financial year) for attending national or international level conference/seminars of repute within any part of the country.
5. In addition, one conference/seminars of repute out side the country can be permitted.
6. The above shall be subjected to acceptance of research paper and allowing the paper to be physically presented during the conference/seminars or getting invitation to deliver key-note address.
7. The Faculty Members desirous of attending Conference/Seminar must assess its relevance before sending paper, they must intimate their respective Deans/Directors about title of topic of Conference/Seminar, date, duration, place and title of paper. The Dean/Director of concerned faculty member will ascertain whether proposed Seminar/Conference is of high repute. They will further ascertain that such type of Conference/Seminar would not adversely effect the academic schedule of their School/Department and will not impede normal working of their School.
8. Getting acceptance of Paper, respective Dean/Director will constitute a Committee comprising of atleast four faculty members preferring from same area of specialization to evaluate the Conference relevance & paper to be presented, whether papers will lead to a publication in the proceedings, preferably referral and send recommendations alongwith

budget requirement to the Hon'ble Vice Chancellor for the approval of tour programme. The Committee may like to have a presentation by the concerned faculty member if required.

9. Approval of paper presentation, tour approval, tentative budget approval and advance sanction shall be accorded by the Hon'ble V.C.
10. Approved letters alongwith Travel bill and the detailed report to be submitted to the Personnel Section through their respective Dean/Director. A Certificate of report of attendance & paper presentation will need to be recorded on T.A Bill. The Personnel Section shall detach TA bill (certified) and shall send to the Finance & Accounts Section alongwith the approved letter for further processing.
11. Expenditure up to Rs.1,50,000/- on T.A bill with in approved budget shall be cleared by Controller of Finance as per T.A rules in force and beyond it shall be submitted to Hon'ble V.C for his approval.

Final