

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/ 1683

Dated : 06-05-2014

NOTIFICATION

Board of Governors, IKGPTU in its 52nd meeting held on March 20th, 2014 on the recommendation of 26th meeting of Finance Committee, the faculty and the officers of University have been granted the following facility of travel grant scheme for attending National and International Conferences/Seminars.

Title:

- 1) These regulations may be called Travel Grant Scheme for participants of Faculty Members / Officers of PTU to attend National and International Conference / Seminars.

Applicability:

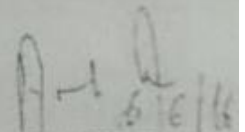
- 2) These regulations shall apply to the full time Faculty & Officers of PTU.
 - a) Who are appointed on regular basis.
 - b) Who are re-employed after retirement.
 - c) Who are appointed on contract basis (more than one year duration)
 - d) Who are on deputation to the University.
- 3) These regulations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

Admissibility:

- 4) Maximum of Two visits in a year (Financial Year) for attending national of international level conferences / seminars of repute within any part of the country.
- 5) One conference / seminars of repute outside 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

I. K. Gujral Punjab Technical University, Jalandhar
Jalandhar, Kapurthala Highway, Near Gushpa Gujral Science City, Kapurthala - 144 605

- 7) The Faculty Members / Officers desirous of attending Conference / Seminar must assess its relevance before sending paper, they must intimate their respective HOD / Deans / Directors about title of topic of Conference / Seminar, date, duration, place and title of paper. The HOD's / Dean / Director of the concerned Department will ascertain whether proposed Seminar / Conference is of high repute. They will further ascertain that such type of Conference / Seminar would not adversely affect the academic / administrative schedule of their Department and will not impede normal working of their Department.
- 8) Getting acceptance of Paper, respective HOD's / Dean's / Directors's will evaluate the Conference relevance & paper to be presented, whether papers will lead to a publication in the proceedings, preferably referral and send recommendations along with budget requirement to the Hon'ble Vice Chancellor for the approval of tour programme.
- 9) Approval of paper presentation, tour approval, tentative budget approval and advance sanction shall be accorded by the Hon'ble V.C.
- 10) Travel bill / claim along with approved letters and other documents should be submitted to the Finance & Accounts Department through their respective HOD / Dean / Director within the delegated power for payment of claim as per the rules in forces and claim beyond it shall be submitted to Hon'ble Vice Chancellor for his approval.
- 11) If a faculty is sent on official duty by Hon'ble Vice Chancellor for meeting / interaction within country or abroad, those visits will not be considered to be as his personal conference under this scheme.

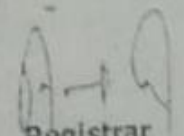

Registrar

Endorsement No: 1684-1685

Dated: 06-06-16

Copy to:

1. Secretary to Vice Chancellor: For kind information to Vice Chancellor
2. All HODs
3. File


Registrar