



OFFICE OF THE DEAN ACADEMIC AFFAIRS
UNIVERSITY OF JAMMU, JAMMU

NAAC ACCREDITED "A++"

BABA SAHEB AMBEDKAR ROAD, JAMMU TAWI (J&K)-180006

Web-site: www.jammuuniversity.ac.in

E-mail: deanacademicju@gmail.com

Phone: 2456892

NOTIFICATION

It is hereby notified for the information of all concerned that the Vice-Chancellor is pleased to revise the guidelines w.r.t. the enhancement of financial assistance for organization of Seminar/ Conference/ Workshop/ Symposium and Travel Grant in anticipation of the approval of the competent bodies. The revised guidelines are given below;

1. Travel Allowance and Visa fee upto an amount of Rs. 2 lac or actual expenditure as per rules whichever is less for attending International Seminar/ Conference/ Workshop (to and fro) once in three years shall be allocated to the faculty members. In addition to this, an amount upto a maximum of Rs 50,000/- or actual expenditure as per rules (whichever is less) shall be allocated as Registration fee and paid to the concerned.

NOTE: a. Travel must be of economy class fare and by the shortest route.

b. The request must be sent two months prior to the date of proceeding on leave

2. An amount of Rs. 50,000/- or actual expenditure as per rules (whichever is less) shall be allocated to the faculty members once in a year for attending Conference/ Workshop/ Seminar at National Level, which comprises T.A., DA/Accommodation (as per entitlement). An additional amount of Rs 10,000/- or actual expenditure as per rules (whichever is less) shall be allocated for the Registration fee.
3. For organizing the Conference/Workshop/ Seminar on International level, financial assistance of Rs 3,00,000/- shall be provided once in a year in favour of the Head of the concerned Department.

Important Instructions

- a. The proposal for organization of Conference/ Seminar/ Workshop must be routed through the concerned Dean of the Faculty and DAC members.
 - b. Number of International participants invited as Resource Persons (minimum 5).
 - c. Justification for proposal for International Conference.
 - d. Source of funding
 - e. Total amount of funds available
4. An amount of Rs 2,00,000/- shall be allocated once in a year in favour of the Head of the Department, whosoever intends to conduct the National Seminar/ Conference/ Workshop.
 5. Financial assistance of Rs 50,000/- once in a year shall be allocated in favour of the Head of the Department for the organization of local/Regional seminar/conference/workshop.

Important Guidelines for utilization of Grants for organization of Conference/Workshop/ Seminar on International/National level;

- a. Travel Allowance and honorarium to the Resource Person shall be paid as per existing norms of the University.
- b. Publication of Pre-Conference printing material (Announcements, Abstracts)
- c. Publications of the proceedings
- d. Stationery
- e. Secretarial assistance
- f. Local Hospitality (Lunch, Tea, Conference/ Dinner)
- g. Booking of tickets must be from the University approved agencies only
- h. Miscellaneous (Venue Rental, Transportation, etc.)

Note:

- (i) The grant shall be allocated on first come first serve basis. Further, financial support for the above said purposes shall be provided on reimbursement basis after completing all the codal formalities.
- (ii) For organization of any Conference/Workshop/ Seminar (International/National level) the Organizing Secretary/Convenor shall submit the proposal on the proforma (copy enclosed). Also the Organizing Secretary and Convenor of the Conference shall be requested to apply at least 06 months in advance for organizing National Conference, one year for organizing International Conference and 03 months for organizing conference on Regional /Local level.

P.T.O.



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- (iii) The financial assistance to various departments for organizing Seminar/Conference/Workshop and for travel to attend Seminar/ Conference/ Workshop and other academic activities shall be restricted within the budgetary allocations. However, taking into account the proposal's merit, the Vice-Chancellor shall have the discretion to grant financial assistance over and above limits specified at Point No. 04 and 05.

No. DAA/25/2460-2510
Dated: 18/8/25

Dean Academic Affairs

Copy to:

1. Spl. Secy to the Vice-Chancellor for the information of the Vice-Chancellor
2. Sr. P.A to the DAA/DRS/Dean Planning and Development for the information of DAA/DRS/Dean Planning and Development
3. All Campus Deans for information
4. Sr. P.A. to Registrar / Finance Officer for information of the Registrar and Finance Officer.
5. All Heads/ Rectors/Directors Teaching Departments/Offsite Campuses with the request to get it circulated among the faculty members of the Department for information.
6. Joint Registrar Finance for information
7. Chief Accounts Officer for information
8. Assistant Registrar Accounts/ Budget for information
9. Guard File.

Office

