



From
 The Registrar
 CCS Haryana Agricultural University,
 Hisar

To
 All Deans/Directors/HODs/Offices/Sections,
 (including outstations),
 CCS Haryana Agricultural University,
 Hisar.

Memo.No.Admn.F3/2017/V-37/10146-10266
 Dated: 03.04.2017

Subject: Revised comprehensive guidelines for participation of teachers/scientists in National and International Conferences/ Symposium/Workshop/ Seminar/ Trainings etc.

Comprehensive guidelines/procedure for grant of permission/ participation of the teachers/scientists in National and International Conference/Symposium/ Workshop/ Seminar etc. were issued vide this office Memo No.Admn.F3/2014/3494-3609 dated 6.06.2014. The instructions in this regard were reviewed by the Academic Council in its 469th meeting held on 23.02.2017 vide item No. B-1 and after detailed deliberation the following decisions have been taken:

Guidelines already issued	Revised guidelines
<p>As far as possible, faculty members will be allowed to attend preferably one conference with a maximum limit of two in a financial year (2 only if attending an international conference etc. within or outside the country), related to his/her work/specialization. Out of these two conferences, international conference to be held abroad or within the country will not exceed one. Faculty members, who have never attended any conference etc. will get priority over those who have availed even one chance. More than two conferences in a year will not be encouraged, however, this practice will not be applicable for the faculty members who are office bearers or have to receive award/recognition of the professional society/ congress/convention etc. of the subject. It should be the endeavour that the teachers are</p>	<p>For National and International conference/ seminar etc., the faculty members including those on probation subject to the availability of funds, will be allowed by the Controlling Officer to attend two conferences within India and one abroad preferably related to their field of specialization in a financial year. However, in case of International Conference etc. abroad, permission of the Vice-Chancellor must be obtained. The International Conference/seminar organized in India will be treated as the national event. Participation in conference etc. organized by SAUs/ICAR and Govt. Institution and other non-profit making renowned premier academic institutes should be preferred. The participation of young faculty members should also be encouraged.</p>

<p>sent to these conferences in a rational manner. Some teachers are not sent at all, whereas some are sent to a large number of conferences, though there is need to encourage participation of teachers in the conference etc., yet it should be within proper limits of one or two in a year.</p>	<p>—</p>
<p>The Director, HRM will be the competent authority to approve cases for participation in Conference etc. where the registration fee is up to Rs. 2000/- per participant and the total number of participants is up to four in the same conference on the recommendation of DAC/Controlling Officer. Director, HRM shall send information to the Vice-Chancellor about the participation in Conference etc. approved by him</p>	<p>The Controlling Officer will be the competent authority to approve the cases for participation in conference etc. where the registration fee is upto Rs. 5000/- per participant and the total number of participants is up to two in the same conference on the recommendations of DAC. The Controlling Officer shall send the information to the Vice-Chancellor about the participation in conference etc. approved by him. In case, there are more than two participants, the Controlling Officer shall submit the case to the Vice-Chancellor for approval.</p>
<p>If the number of participants in a particular conference etc. is up to five, the DHRM will directly submit the case to the Vice-Chancellor for approval at his level. However, if the number of participants in a particular conference is more than five, it will be optimized on the recommendation of the committee consisting of the Director of Research, Director Extension Education and Dean of the college concerned, with DHRM as Chairman before submission of the case to the Vice Chancellor for approval</p>	<p>In case of an International Conference/ seminar abroad, the case must be sent by the Controlling Officer to the Vice-Chancellor. However, the instructions issued by the competent authority from time to time will continue to be operative in this regard</p>
<p>No person on first probation as university teacher will be allowed training etc. outside the university</p>	<p>Faculty Members including those on probation subject to the availability of funds, will be allowed by the Controlling Officer to attend two trainings etc. in three financial years, excluding induction training. The Faculty Members be allowed to attend training which</p>

	is a requirement for promotion. Permission of the Vice-Chancellor must be obtained in case of International Training etc. abroad. Other guidelines as mentioned for attending the conferences etc. will also be applicable in case of trainings etc
-	It is compulsory for every faculty member to deliver a seminar in the department after attending the conference/trainings/seminar/skill development etc. in abroad describing the various lectures attended, recent developments made in the area of specialization of the candidate, under intimation to the Controlling Officer and Vice-Chancellor within 15 days and submit the follow up report within three weeks after delivering the seminar. A follow-up proforma (Part-E) has been devised by the Committee

These guidelines will take effect immediately.


(Dr. M.S. Dahiya)
Registrar

CC:

1. OSD to Vice-Chancellor, CCS HAU, Hisar
2. Secretary to Vice-Chancellor, CCSHAU, Hisar
3. Incharge, Computer Centre, COBS&H, CCS HAU, Hisar. He is requested to place the instructions on the University website.
4. Asstt. Registrar (Acad.) w.r.t. his Memo.No.Acad/17/A-1/8845 dated 24.03.2017.
5. All Dy. Registrars/Dy. Comptrollers/Asstt. Registrar/A&AOs/ Supdt.
6. All Assistants (Internal)

Part-E
Follow-up Proforma

Follow up proforma to be filled by the faculty member after attending the Conference/ Symposium/ Workshop/ Seminar/ Training etc.

1. Details of conference/ training etc. (name, place and institute, society etc.)

2. A brief paragraph about the lectures/ sessions attended and the latest developments made in different theme areas of the conference/ training etc.

3. Date and details of the presentation (oral as well as poster) made by the faculty member

4. Future benefits expected in terms of developing linkages with the other Institutions and developing research projects etc.

Note : All the faculty members after attending the conference/ training has to deliver a seminar in the department describing the various lectures attended by him/ her and the recent developments made in the concerned area of the conference/ training etc.