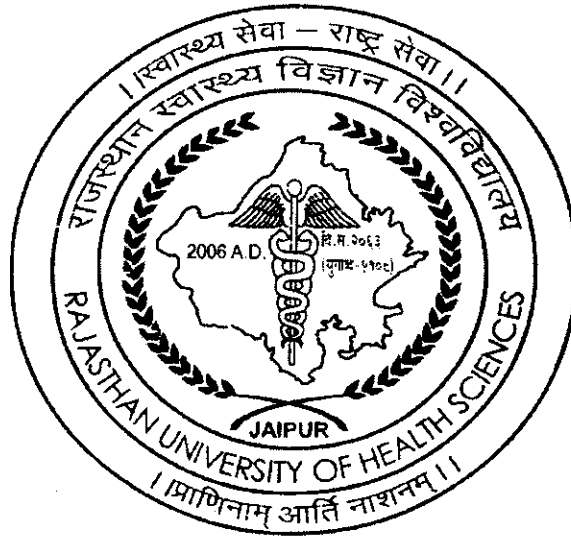


Rajasthan University of Health Sciences

Sector-18, Kumbha Marg, Pratap Nagar, Tonk Road,

Jaipur



Guidelines for

Financial Assistance

For Workshop/Seminar/Conference/Symposium etc.

2018

Handwritten signature and initials.

FOR ORGANISING CONFERENCE, WORKSHOP, SEMINAR & SYMPOSIUM IN COLLEGES

1. INTRODUCTION

The scheme provides financial assistance to academic institutions which are affiliated to RUHS or Constituent of RUHS for organizing Conference/Workshop/Seminar/Symposium at State, National and International levels on theme related to quality issues in Medical & Health education. University has decided to support seminars and conferences focusing on quality sustenance and Quality enhancement. In addition to academic support, financial assistance is also available for this purpose. Further, the scheme intends to promote high standards in colleges by way of extending facilities to teachers, researchers and students, by providing a forum for sharing their knowledge, experiences and research findings. This programme is expected to facilitate high standards in higher education in relation to any of the quality parameters in higher education. The organizations concerned should thereby be able to extend facilities to academicians/administrators/research scholars to share their knowledge, experience and research in quality related aspects in higher education or provide intervention for improving the quality of education.

2. OBJECTIVE

The basic objective of the scheme is to bring together academicians and experts from different parts for the country and abroad to exchange knowledge and ideas. This will provide an in-depth analysis of subjects and update the knowledge of the participants from academic/research institutions. The programme shall give due weightage & due impact/long term effect on National Health Priorities and programmes of RUHS.

3. ELIGIBILITY

Financial assistance under the scheme is available to all affiliated and constituent colleges of RUHS. No advance amount will be released by the university. Upon submission of utilization certificate alongwith original bills of relevant expenditures duly verified & forwarded by organizing secretary and countersigned by Head of the Institution/ for seminar/workshop/guest lecture organized by university Vice Dean (Academic & Research) shall verify through proper channel, RUHS will reimburse the amount sanctioned for the activity.

4. NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

The nature of assistance available under the scheme to colleges will be under the following categories:

Handwritten signatures and marks at the bottom of the page.

4.1 STATE AND NATIONAL LEVEL SEMINAR/ CONFERENCE/ WORKSHOP/ SYMPOSIUM

A college may be assisted for hosting:

- (a) Annual conference of recognized academic associations/academic bodies.
- (b) Conference/workshop organized in collaboration with recognized academic associations/academic bodies, academic/professional institutions, associations of Medical & Health, voluntary organizations, NGOs and registered societies/trusts may be encouraged. In case of collaboration, a letter from the academic association/academic body or academic/professional institution, association of business/industry, voluntary organization, NGO, registered society/trust, as applicable, may be furnished with the application.

There should be call for papers and delegate participation through academic journals/website.

University assistance will be given for maximum of one activity to a college in a financial year. The university financial assistance is to be limited as per details given below:

- (i) State level activity – Rs. 75,000/-
- (ii) National level activity - Rs. 1,00,000/-

No Expenditure on registration, travel, boarding and loading of participants will be made out of this grant.

4.2 INTERNATIONAL SEMINAR/CONFERENCE:

An International Conference may be organized once in a year by a College having Postgraduate department(S). The participation of foreign delegates is a must. The university assistance will be limited to International level activity to Rs. 1,50,000/- only. Payment for travel from outside India is not permissible under this scheme. For foreign participants, expenditure can be incurred on payment of traveling allowances, only for travel within India & lodging in India.

5. CEILING OF FINANCIAL ASSISTANCE:

- i. State Level Seminar/Conference/Workshop/Symposium : Rs. 75,000/-
- ii. National Level Seminar/Conference/Workshop/Symposium : Rs. 1,00,000/-
- iii. International Seminar/Conference/Workshop/Symposium : Rs. 1,50,000/-

[Handwritten signatures and initials]

The grant may be used for the following items:

- a. Pre-conference printing
(announcements, abstracts, etc.)
- b. Publication of Proceedings
- c. Local hospitality, including boarding & lodging of resource faculty only.
(may be restricted to 25% of the total allocation from the RUHS)
- d. Stationary & Printing Materials related to scientific activity
- e. Charges for Audio-Visual electronic system (on Rent)

6. PROCEDURE OF APPLYING FOR THE SCHEME:

The Colleges may avail financial assistance under this scheme by submitting their proposal in the prescribed proforma (Annexure-1) to the university (Registrar, Rajasthan University of Health Sciences, Sector-18, Kumbha Marg, Pratap Nagar, Tonk Road, Jaipur) Funds once released/sanctioned for organizing a particular activity cannot be utilized for any other programme. However, proposals may be sent any time during the year at least 3 months before the date of activity. The College may conduct the activity, if it so desires, at its own risk, before the approval of financial assistance from the university. It is not mandatory for the university to accept the proposal submitted by the college.

7. PROCEDURE FOR APPROVAL:

The Expert Committee will examine the proposals and will give recommendations to the university. The final decision will be taken by the Research Board of the university, keeping in view the recommendations made by the Expert Committee and the availability of funds for the scheme. In case the event is cancelled, the funds will have to be returned back to the university immediately. Prior intimation to the university is must in case the date(s) and/or venue for the activity (activities) is (are) changed.

8. PROCEDURE FOR REIMBURSEMENT:

After the university's approval of the proposal, the approval letter for the activity will be sent to the college. The amount released can be spent under the approved heads/items within the allocation under the respective heads/items. The sanctioned grant will be reimbursed up on the receipt of (i) feedback form, (Annexure-11), alongwith original bills (ii) duly audited Utilization Certificate of the total expenditure (Annexure-III), incurred which must be signed by the Organizing Chairman/Organizing Secretary/Convener & Head of Institution (Principal of college) & forwarded by faculty Dean concern of RUHS (iii) two copies of proceedings, to be submitted within two months after the activity.

1.2 - G - 2

Rajasthan University of Health Sciences, Jaipur

Application Form

1. Name of the Applicant Institution :.....
2. Address :.....
3. Name of the Principal :.....
4. Type of Institution :.....
(Govt./Private)
5. Name of Activity :.....
(Conference/Workshop/Seminar/Guest Lecture/Symposium/etc.)
6. Type of Activity :.....
(State Level/National Level/ International Level)
7. Name & Address of Resource Faculty:.....
.....
8. Theme of the Conference/Workshop/Seminar:.....
.....
.....
.....
9. Proposed Date(S) :.....
10. Financial Assistance required :.....
11. Details of organizing body:
 - a. Name of Body.....
 - b. Department(s) associated.....
 - c. Event Venue :.....
.....
 - d. Name of Organizing Chairman/Secretary/Convenor:.....
 - e. Designation of Organizing Chairman/Secretary/Convenor:.....
 - f. Mobile No. of Organizing Chairman/Secretary:.....
 - g. E-Mail:.....

Handwritten signature

Handwritten initials

Handwritten mark

12. Bank Details to receive financial grants:

- a. Name of Bank:.....
- b. Name of Branch:.....
- c. A/C No.:.....
- d. IFS Code:.....

13. Brief write-up about the seminar/workshop/conference highlighting its importance in the national context (separate papers to be attached)

- a. Theme:
- b. Objectives:
- c. Discussion Themes:
- d. Expected outcome:
- e. Participants (Nature/categories):
- f. Expected outcome:
- g. Estimates of expenditure as given below:

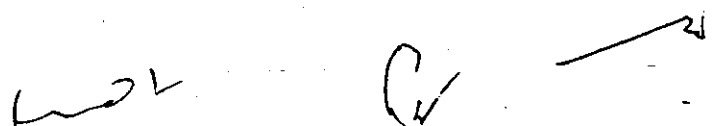
14. Nature of Seminar/Workshop/Conference and number of participants expected:

Nature (Put tick mark under relevant column)	Number of Participants expected to attend		
	Local	Outstation	Total
State			
National			
International			

15. Broad details of the total estimated expenditure (in Rupees):

- a. TA/DA for participants:.....
- b. TA/DA for Resource Persons.....
- c. Pre-conference printing:.....
(Announcements, abstracts, etc.)
- d. Publication of proceedings:.....
- e. Stationery:.....
- f. Scientific Activity:.....
- g. Local Hospitality:.....
- h. Any others:.....

Grand Total Rs.:.....



16. If International, Whether clearance from Government of India has been obtained:
(Yes/No) (If yes, attach supporting documents).....

17. Details of assistance sought from other sources:.....

18. Details of previous grant (in the past) received by the organising college/Institution from the university:

S.No.	RUHS Sanction letter No. & Date	Title of Activity (Seminar/ Conference/ Workshop etc.)	Amount sanctioned (Rs.)	Whether accounts have been settled
1.				
2.				
3.				

Place:

Date:

Signature
(Convener/Organizing Chairman/ Secretary)

Signature
Head of the Institution/ Principal
(with seal)

Certificate

This is to certify that Institution has no objection if the Workshop/Seminar/Conference on is organized in the institution premises fromto.....

Space and other infrastructural facilities would be extended for organizing the aforesaid workshop/ seminar/conference. The funds shall be utilized for the purpose for which they are sanctioned.

Place:

Date:

Signature
Head of the Institution/ Principal
(with seal)

Handwritten signature

Handwritten signature

Rajasthan University of Health Sciences, Jaipur**Feedback Form**

for organizing Conferences/Workshop/Seminar/Symposium in RUHS constituent or affiliated colleges:

- 1) Date & Ref. No. of Sanction Letter of RUHS:.....
- a) Amount sanctioned by RUHS : Rs.
- 2) Name of the Convener/ Organising Chairman/ Secretary :.....
- 3) Name and Address of the College:.....
- 4) Name of the Collaborating Organization:.....
- 5) Title of the Activity:
- 6) Date (s): from-----to-----
- 7) Venue:.....
- 8) Total numbers of participants proposed and actually attended:
Proposed :.....; Attended:.....;
- 9) Total no. of papers presented (with title):.....
- 10) Total amount sanctioned: Rs. -----
- 11) Total expenditure incurred in conducting the Activity:.....
- 12) Grant received from various agencies other than the university for this Activity

S. No.	Name of Agency	Grant Received
1.		
2.		
3.		
Total:		

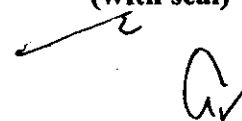
- 13) Details of internal revenue, if any, generated by the Institution/Department on account of this Activity:.....
- 14) Briefly mention about the technological/ academic or any other benefit generated by conduct of this activity with respect to a) the institution b) the faculty, c) students, d) industry/ society:

Place :

Date :

Signature
(Convener/Organizing Chairman/ Secretary)

Signature
Head of the Institution/ Principal
(with seal)

**Statement of Expenditure & Utilization Certificate for organizing
conference/seminar/workshop/symposium**

1. Title of the Conference /Workshop/Seminar:
2. Name of the Convener/Organizing Chairman/ Secretary:
3. Number of Participants:
4. Duration of the Activity (with dates):
5. Venue:

Sanction No. & Date	Grant sanctioned from University	Details of expenditure incurred item-wise (Enclosed Original Bills)	Amount (Rs.)
		Details Mention as per Para 5.1	
		Total Expenditure	
		Grant Received	

It is certified that the amount of Rs (Rupees.....) out of the total grant of Rs..... (Rupees.....) sanctioned to.....by the University vide its letter No..... datedunder.....Scheme has utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the university.

If as a result of check or audit objection some irregularities are noticed at a later stage, action will be taken for refund, adjustment or regularization.

Place:

Date:

Name and signature

Signature

Convener/Organizing Chairman/Secretary
(with seal)

Finance Officer/Auditor/Accounts Officer (with seal)

Name & Signature

Head of the Institutions (with seal)

[Handwritten signature]
[Handwritten initials]

RUHS GUIDELINES FOR PARTICIPANTS TO PARTICIPATE IN CONFERENCES, WORKSHOPS, SEMINARS

1. GENERAL

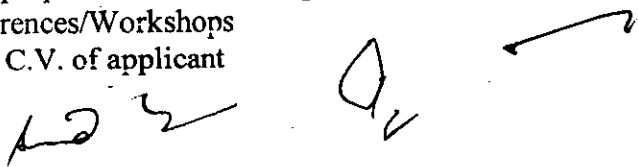
The RUHS, provides total / partial financial assistances for participating in the National/ International Conferences/Seminars/Workshops.

2. ELIGIBILITY

- 2.1 Financial assistance is provided to teaching faculty, P.G. Students and Ph.D. Scholars, whose paper has been accepted for presentation in conferences/seminars/workshops organized by institutions who have significant academic credibility subject to availability of funds.
- 2.2 Regular Teaching Faculty members, P.G. Students, Ph.D. Scholars of constituent colleges & affiliated colleges. UG students of constituent college of RUHS will also be eligible to apply for the grants.
- 2.3 Grants to scholars would be considered only on the basis of submission of their full papers for presentation at national/ international conferences.
- 2.4 Application for poster presentation will not be considered.
- 2.5 University shall nominate teaching/nonteaching staff for training in courses to premier institution so as to fulfill objectives of university.
 - (i) Regular Teaching faculty of RUHS constituent colleges will be allowed to attend conference/Seminar/workshop of national level (if paper is accepted or a faculty got invitation) once in a year and once in 2 years for international level. The financial assistance by the RUHS will be given as mentioned below.
 - a. For National Level – Up to Rs. 30,000/- (For registration & TA/DA only)
 - b. For International Level – Up to Rs. 60,000/- (For registration & TA/DA only)
- 2.6 Proposals received by RUHS shall be decided by the committee concern on merits basis.

3. HOW TO APPLY

The application for financial assistance under the Scheme are required to be made in the prescribed form for Financial Assistance for participating in the national/International Conferences/Seminars/Workshops as attached with these guidelines, along with all the following annexures and enclosures as required under the application form:-

- Annexure I : Abstract of proposal for Participation in National/International Seminars/Conferences/Workshops
- Annexure II : Brief Academic C.V. of applicant
- 

- Annexure IV : Duly attested SC/ST/PWD certificate, if applicable
Annexure V : Acceptance letter by the organizer with details of organizers.
Annexure VI : (a) Format for forwarding of application through the institution concerned
(b) A statement from scholar clearly specifying the stage of research work duly endorsed by the supervisor.

- 3.1 All applications have to be submitted through proper channel along with enclosure is also required to be sent, which must be duly forwarded on the prescribed format of the application form with signatures and duly forwarded by the Head of the Institution.
3.2 Applications for financial assistance under the Scheme are entertained throughout the year. However, it is expected that the applications should be submitted at least three months before the due date of the activity.
3.3 Incomplete applications and not duly forwarded will not be entertained.

4. CRITERIA FOR EVALUATION AND RECOMMENDATION

- 4.1 All completed applications will be evaluated by a Committee of Experts constituted by the RUHS.
4.2 The Committee members would base their recommendation on their evaluation of the quality of the papers, the nature of the peer review process instituted by the conference organizers, and the nature/quality of the international conference. Where conference organizers had conveyed acceptance of papers only on the basis of abstracts submitted, it was up to the Committee to assess the quality of the papers being submitted.
4.3 In recommending the grant of support, the Committee may give preference to scholars from educationally backward region, scholars who are differently abled or Persons with Disabilities (PWD) and younger research scholars for whom exposure to an international conference is likely to have a stronger beneficial academic impact. There is earmarked component for SC/ST scholars. Established and well known scholars could also be given preference if such participation is likely to have an important impact on an area of knowledge or was otherwise considered important.

5. QUANTUM OF FINANCIAL ASSISTANCE

- 5.1 Candidate will be eligible for financial assistance upto 50% of the total cost of visit under this scheme which include air travel, visa fees, travel insurance, internal travel in India as well as maintenance for the period of stay abroad, not exceeding the actual days of conference/ seminar plus travel dates, along with the registration fee upto US\$200. However, scholars should be encouraged to apply for exemption of registration fee which

1. 2 ✓

may be available to scholars from developing countries.

5.2 The candidate from the RUHS supported research institutes and those belonging to SC/ST, person with disability (PWD), Ph.D. students will be considered for full financial assistance as mentioned above, subject to grants received from other sources.

Description	State/National	International
For P.G. Students	Registration Fee	US \$ 200
For Regular Teaching Faculty	Registration Fee + Travel Allowance	Registration Fee + Travel Allowance

6. GENERAL CONDITIONS

- 6.1 The expenditure on registration fee, airfare, visa fee, travel insurance, internal travel in India will be released on submission of the boarding pass, attendance certificate, statement of expenditure and a brief report on the Seminar/Conference/ Workshop.
- 6.2 It will be the scholar's responsibility to make his/her travel arrangements i.e. ticket, visa, foreign exchange permit, etc.
- 6.3 On return from the conference/ seminar, the scholar must submit a detailed report providing information on the dates of departure and arrival, contacts made with the scholars at the conference and the experience gained, etc.
- 6.4 Applications of regular teaching faculties for the second award will be entertained only after a gap of five years period.
- 6.5 Financial Assistance under the Scheme is available to a scholar only once, in his/her lifetime

7. APPROVAL PROCESS

- 7.1 The amount sanctioned towards maintenance, internal travel in the country of visit, etc. will be released.
 - 7.2 Guidelines are given in the order of allowing teaching faculties to work in affiliated / constituent medical college of RUHS in the participate of national & International workshop/conference/CME.
 - 7.3 The teaching faculties to work in affiliated / constituent college of RUHS will be able to participate once in two year in the national or international workshop/conference/seminar/symposia
 - 7.4 Teachers age less then 58 years will be able to participate conference/workshop/CME on the first date of calendar year.
- a


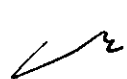

- 7.5 Conference/workshop level (National/International) will be prescribed by the administrative office. The administrative deptt. to send the proposal with the recommendation of the Principal, affiliated/constituent College.
- 7.6 Based on the college principal recommendation, it will be decided how important is the conference for the teacher.
- 7.7 Only such a teacher will be allowed to reimbursement, whose papers are accepted for the conference.
- 7.8 Teachers who attend their conference level will be ensured that the conference is not being organized for commercial purpose. No financial burden will be made for this. Teacher will give this affidavit "They will not take any commercial activity", Government or university will not have the burden of providing medical facilities to the teacher after coming out from India, they will have to make proper arrangements for this at their own level.
- 7.9 The determination of competent permission and travel allowance for participation in national and international conference will be as follows:
- I. The approval and reimbursement of the claim may be regulated as per provisions of Rajasthan TA rules, 1971 in the case of conference/seminar/workshop held in India.
 - II. The approval and reimbursement of the claims may be regulated as per FD circular dated 13.10.2006 in the case of international conference held abroad.
- 7.10 Contingency expenses and registration fees related to the conference will also be payable, which will be payable directly to the conference organizer or rechargeable on the basis of bill
- 7.11 The Principal of the college, while sending the proposal for permission to the University, has to prove that the teaching and related work will not be affected by the candidate.
- 7.12 Rotation method will be adopted in the process of permission for conference which will be transparency and fair.
- 7.13 After participating in the conference, Attendance Certificate, Abstract, Lodging & Boarding Pass and a brief description of the conference by the candidate verified by Principal will be presented to the university for claim of sanctioned amount.
- 7.14 After returning from the conference, department will be sure to give a lecture on knowledge received from the conference.

Handwritten signature/initials.

Handwritten signature/initials.

Rajasthan University of Health Sciences, Jaipur**Application for Participating Seminar/Conference/ Workshop**

1.	Name of Applicant	
2.	Present Position and Address of the organisation	
		Telephone No.:
		E-Mail:
	Mailing Address	
3.	Date of Birth	
4.	Gender	
5.	Category	Gen. <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/>
6.	Institutes/Organisation from where the application is forwarded	Name
		Address
		Phone No.
		E-Mail
		Fax
		Website

7.	Educational Qualification and academic attainment of the applicant (Please enclose a recent CV as annexure-I1)																			
8.	Indicate if received any grant previously	<table border="1"> <thead> <tr> <th></th> <th>Completed</th> <th>Ongoing</th> </tr> </thead> <tbody> <tr> <td>Research Projects</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fellowships</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Seminar Grant</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>International Travel</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Publication Grant</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Completed	Ongoing	Research Projects	<input type="checkbox"/>	<input type="checkbox"/>	Fellowships	<input type="checkbox"/>	<input type="checkbox"/>	Seminar Grant	<input type="checkbox"/>	<input type="checkbox"/>	International Travel	<input type="checkbox"/>	<input type="checkbox"/>	Publication Grant	<input type="checkbox"/>	<input type="checkbox"/>
	Completed	Ongoing																		
Research Projects	<input type="checkbox"/>	<input type="checkbox"/>																		
Fellowships	<input type="checkbox"/>	<input type="checkbox"/>																		
Seminar Grant	<input type="checkbox"/>	<input type="checkbox"/>																		
International Travel	<input type="checkbox"/>	<input type="checkbox"/>																		
Publication Grant	<input type="checkbox"/>	<input type="checkbox"/>																		
9.	If completed, specify	Date of Completion Report Accounts submitted : Yes <input type="checkbox"/> No <input type="checkbox"/>																		

Declaration

I hereby declare that the entries above and in the enclosed annexures are factually correct and no facts have been hidden by me. If any of the above information supplied by me is proved to be incorrect my application may be cancelled at any stage of the award.

Place:

Date:

Signature of the Candidate

Enclosures :

Annexure- I	Abstract of proposal for Participation in International Seminars/Conferences/Workshops Abroad
Annexure- II	Brief Academic C.V. of applicant
Annexure- III	Full length Paper accepted for the Seminar/Conference/ Acceptance by the organizer with details of organizers.
Annexure- IV	Duly attested SC/ST/PWD certificate, if applicable
Annexure- V	Acceptance letter by the organizer with details of organizers.
Annexure- VI	(a) Format for forwarding of application through the institution concerned. (b) A statement from clearly specifying the stage of research work duly endorsed by the supervisor.

[Handwritten signature]

For Workshop/CMEs/Guest Lecture and other academic activities organized by RUHS:

For academic activities organized by RUHS for enhancement of knowledge itself total budget shall be borne by University. As decided by BOM funds shall be sanctioned to dedicated bank account. Travel permissions shall be issued by Vice Dean (Academic & Research) as decided by BOM. All Resource faculty coming to University shall be eligible for Air Travel. In general accommodation shall be in RTDC guest house (Gangaur) /Khasa Kothi or any other equivalent non govt. hotel. In exceptional circumstances accommodation shall be of higher category. For academic activities organized by RUHS and its constituent colleges, the total cost shall be born by RUHS. Workshop/Seminars/Guest Lectures/Other academic activities shall be conducted in RUHS as approved in principle by BOM of the university.

