

**JAIPUR NATIONAL UNIVERSITY, JAIPUR**

**DATE - 1<sup>ST</sup> AUGUST 2015**

**CIRCULAR**

**Subject- Policy on "Providing Financial Support"**

All the Directors and Hod's are informed that there is a policy on "Providing Financial Support" and the same is enclosed herewith for the communication to all concerned. The policy will be applicable to all faculty members of Jaipur National University with immediate effect.

  
Registrar, JNU

**CC:**

**To the office of all concerned**

  
(Prof. D K Mathur)  
Registrar  
Jaipur National University  
Jaipur

## JAIPUR NATIONAL UNIVERSITY, JAIPUR

### Financial Support

**Faculty with one year of continuous service at JNU, Jaipur are eligible for the following financial support**

#### Provisions

The amount spent by faculties for professional development may be utilized for the following activities:

- To attend Seminar, Workshop, Conferences, Short Term Courses, FDP's, Meetings of Professional Bodies, etc., (Event) in India or Abroad
- For Membership fee of Professional organization/bodies relevant to one's domain (up to Rs. 5,000/-only)
- For payment towards online courses like MOOC, etc., to enhance professional competency on production of Certificate of Completion (up to Rs. 10,000/-only)
- Any other activity enhancing the core competency of the concerned faculty and staff with due approval of the competent authorities

#### Applicability

- All faculty members at the rank of Assistant Professor and above.
- Registration, accommodation and travel charges will be reimbursed for attending such events as per domestic travel policy within India & International travel policy for abroad.

#### Conditions

- Faculty members must present a paper /poster when attending a Conference and produce evidence of the same to claim reimbursement.
- All papers/posters must carry the name of Jaipur National University, Jaipur as affiliation.
- Faculty members at Associate Professor and above rank, if not presenting papers, must produce evidence of their active participation in the Event, like guest lecture / chairing a session /participation in panel, or any other similar activity.
- Prior approval of the University is mandatory for attending any such Conference & Workshop to be held inside and outside India (in the Prescribed form no JNU/Conf/01).
- Reimbursement of expenses will be made only on claims which are supported by original vouchers ,receipts and on production of certificates of

(Prof. D K Mathur)  
Registrar  
Jaipur National University  
Jaipur

- Faculty members who have less than one year of service at JNU will have to take prior permission from the competent authority, to avail these allowances, if required as a special case to Registrar.

Annexure to the Circular dated 1st August 2015 on PDA



(Prof. D K Mathur)  
Registrar  
Jaipur National University  
Jaipur

## Pre-approval form

(Conference /Workshop/Seminar)

The Hon'ble Vice Chancellor

Jaipur National University

S.NO	Application for support to attend Seminar / Conference /Workshop /Short Term Courses	
1	Name with Employee Code	
2	Designation School Date of Joining Mobile number Email id	
3	Name of the event & its website address	
4	Place and Date of the event	
5	Organizers of the event	Local/National /International
6	Financial liability of JNU,if any	
7	Whether Chairing the session? Whether presenting the paper ?If yes, please mention whether you are the first author (Attach a copy of your abstract /paper )	Yes /No Yes /No
8	Justify the necessity and relevance for attending the event w.r.t. your research area or the subject you teach	
9	Give the list of all the Seminar / Conference /Workshop /Short Term Courses by you in this financial year (attach separate sheet if required)	
10	No. of leaves required to attend this event: No. of leaves availed so far :	
11	How are you going to manage your classes and other responsibilities during your absence from JNU? (get signatures)	
12	Do you agree to submit one page report on the proceedings of the event, to the University?	
13	Signature of the Applicant	
14	Recommendation of the HoD	
15	Approval of the Director	

(Prof. D K Mathur)  
Registrar  
Jaipur National University  
Jaipur

## Guidelines

### For attending

#### Seminar / Conference /Workshop /Short Term Courses

**1. Before proceeding to attend a Seminar / Conference /Workshop /Short Term Courses**

- (a) Apply and get the approval from the concerned authorities.
- (b) Apply for the appropriate leave independently. Attach a copy of the completed form conference I with the leave application.

**2. After having attended the Seminar / Conference /Workshop /Short Term Courses**

- (a) Submit a Post –Event report (PER) to HOD with the soft copy to CCS

PER must include the following:

- A summary of the different sessions attended
- What were its key theme, outcome and findings?
- Whether the event met your expectations?



(Prof. D K Mathur)  
Registrar  
Jaipur National University  
Jaipur