



Ranchi University Ranchi

POLICY FOR FINANCIAL SUPPORT TO TEACHING STAFFS TO ATTEND CONFERENCES, SEMINARS, WORKSHOPS, SYMPOSIA, FDPS, RESEARCH WORKS AND MEMBERSHIP FEES

Ranchi University is dedicated to the belief that research endeavors and continual enhancements in the teaching and learning processes play a pivotal role in achieving excellence in the classroom. The educational landscape has undergone substantial transformations at both national and global levels, facilitating increased accessibility to learning. Consequently, educators are required to be more adaptable, flexible, and diversified in response to these shifts. Recognizing the significance of staying current with academic advancements, internal faculty members at Ranchi University can enhance their academic knowledge through the well-crafted financial support policies offered by Ranchi University. These policies are thoughtfully designed to provide platforms that empower faculty members to pursue further academic development, nurturing a culture of continuous improvement within the academic community.

Objectives:

- Provide financial assistance (Travel grant, Registration fees, Visa fees) to all teaching faculty members of Ranchi University to attend or participate in seminars, symposia, conference workshops, refresher courses at national and international level.
- To promote and motivate faculty members to avail funding assistance for research, outreach/extension activities, or nationally recognized UGC programmes from various funding organizations.
- Encouraging faculty members to apply for funds.

Eligibility:

- All permanent faculty members (Professor/Associate professor/Assistant professor) of Ranchi University.
- The applicant should avail the financial support once a year to attend the above scheme from the university.
- The applicant should not have availed financial assistance from this Scheme during the last three years.
- The application should be forwarded through proper channel and must reach at least two months prior to the date of the event.

- Invitation of personal nature such as for carrying out post-doctoral work, informal training programmes etc. will not be considered.

Procedure:

- In the case of national conferences/seminars, applications should be sent to the PMC through proper channel (HOD) at least 30 days in advance.
- In the case of international conferences/seminars, applications should be sent to the PMC through proper channel (HOD) at least 60 days in advance.
- Providing financial assistance to faculty members in the form of reimbursement of registration fee, visa fee and travel grant to encourage their participation in various seminar/conferences/workshops for professional development.
- For financial support, take approval from the competent authority before the travel and then eligible for the reimbursement of registration fee, visa fee and travel grant.
- Within a week of returning, the staff member must submit a detailed report together with the bills for reimbursement.
- On submission of original copies of air travel tickets, visa, boarding passes, attendance/participation certificates, statement of expenditures,

and a brief report on the Seminar/Conference/Workshop / Proceedings, the expenses incurred will be refunded.

- In the case of any training programme attended by the staff, the details of the programme/learning experience should be presented to the respective department within a week of their return.
- Copies of participation certificates, best paper certificates, and other relevant certificates should be handed over to the PMC and IQAC, Ranchi University.