



MANAV RACHNA
UNIVERSITY

Declared as State Private University vide Haryana Act 26 of 2014

MANAV RACHNA UNIVERSITY

(Declared as State Private University vide Haryana Act no 26 of 2014)

**Guidelines for providing Financial Assistant to Faculty for their
Career Progression and to the students for participating in National
/International Event/papers presentation etc.**

(Approved in 14th Board of Management Meeting Held on 28th April 2020)

Sector -43, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004



Guidelines for providing Financial Assistance to Faculty for their Career Progression and to the students for participation in national/international Events/Paper presentation etc.

In exercise of the power conferred by the Section 34 of the Haryana Private University Act, 2006, Board of Management of the University hereby makes the following guidelines for providing financial assistance to the faculty and the students for their academic progression

A. Attending Seminars / Conferences / Symposia etc. by faculty members held in India and abroad with or without financial assistance from the University

The University encourages the employees to attend and participate in Conferences, Symposia, Workshops and Training programmes held in India and abroad for sharing knowledge, academic growth, and also for collaborations that would facilitate healthy academic and research ambience.

1. Objectives

- a. Provide financial support to Faculty /Administrative Officers for participation in Conferences/ Seminars/ Symposia/ Workshops held in India and abroad.
- b. Provide financial support to employees invited under International Collaboration Exchange programmes.
- c. Provide financial support for attending Faculty Development and Training programmes in India.
- d. Facilitate academic exchange programmes with Universities in India.

2. Eligibility

Permanent employees, whose probation period is completed, will be eligible for travel grant under the following circumstances.

- a. Those invited to attend academic conferences/ seminars/ symposia/ workshops. The level of the programme, and the standing of the institution organizing the event should also be truly international/ national/ professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary. Financial assistance may be provided in the following purposes:-
 - (i) Those contributing a paper.
 - (ii) For enhancing knowledge base through training and attending workshops / Professional/ Faculty Development Programmes.
 - (iii) For delivering key- note addresses/ plenary lectures.
 - (iv) Those invited to Chair a session.
 - (v) Those invited under International/National Collaboration Exchange Programmes.
 - (vi) Those invited to give Symposia/ talks/ invited lectures or invited to discuss arts.

Note: Financial assistance for iii to vi will be provided only when there is no financial support



from the organizing institution.

- b. Poster presentations will generally not be considered for financial assistance.
- c. Normally the duration of FDP and Short-Term Training Programme should not be less than 5 days and 2 weeks respectively.
- d. One of the Author in case of Paper presentations in conferences shall be given the financial assistance
- e. Normally one faculty member from the department shall be allowed to attend particular FDP/ Seminar/Workshop.

3. Pattern of Assistance

(I) Travel assistance desired for International Conferences / Seminars / Symposia held abroad

- a. The eligible employee shall be provided with 100% assistance once in 3 years. Admissible expenditure will cover economy class air fare by the shortest route; airport tax; visa fees; registration fees; and daily allowance as per rule. Late registration fee will not be reimbursed. Travel by Air India shall be preferred. Expenditure on accommodation shall be reimbursed as per rules.
- b. In case, the number of applicants is too high and there is paucity of funds, competent authority will decide on the quantum of assistance to be provided.

(II) Travel assistance within India for National or International Conferences / Seminars / Symposia / Workshops

- a. The eligible employee shall be provided with 100% assistance generally once a year. In case, the number of applicants is too high and there is paucity of funds, competent authority will decide on the quantum of assistance to be provided.
- b. TA/DA will be admissible as per rule.
- c. Registration fee not exceeding Rs. 10,000/- will be fully covered. Late registration fee will not be reimbursed.
- d. In case, any employee wants to avail the financial assistance second time in the year, he/she may avail the benefit of registration fee only within the limit of Rs 10,000/-

Note:

1. If the lodging and boarding charges are included in the registration fee, no DA will be paid. This will apply to both categories of travel.

2. The financial assistance for travel in India shall only be given to faculty members, who have completed at least 6 months of services at the University. For conferences seminars, symposia held outside India, faculty shall avail the assistance only after completing 1 year of service and is required to furnish a bond for continued service for the rest of the years



(maximum period, 2 years), if he /she has not completed 3 years of service at the University.

4. How to Apply

Employees shall apply in the proper format (Annexure I) to the Registrar at least 15 days before the date of commencement of international / national event respectively. The application shall be routed through the respective Head of Department and Dean of Faculty. In case of Officers, these be routed through respective Controlling Officers and Allocation of Assistance

- a. A Standing Committee of the department, shall scrutinize the applications and forward it to the office of registrar for the approval of competent authority.
- b. Preference will be given to those applicants who have not availed any financial assistance during the last 3 years.
- c. The applicant's proven record of research output will be one of the most important criteria.
- d. Preference will be given to those who apply for assistance for programmes scheduled during summer and winter break.
- e. Some preference will be given to those applicants who have secured partial assistance from external sponsors / sources.
- f. The decision of the Vice-Chancellor shall be final and binding in all respect.

A. Financial assistance to Faculty for Membership of Professional Societies

Advances in science and engineering increasingly require the collaboration of scholars from various fields. This shift is driven by the need to address complex problems that cut across traditional disciplines, and the capacity of new technologies to both transform existing disciplines and generate new ones. Being a member of professional societies like, IEEE, ISTE, SAE, ASME, ISHRAE etc. provide members the access to current information, opportunities to network with peers, and enhancement of the worldwide value of their profession.

Eligibility: Permanent employees, whose probation period is completed, will be eligible for financial assistances for membership fee. Faculty member availing the benefit must contribute in supporting & mentoring the activities of student chapter.

Financial Assistance: Eligible employee shall be provided with 60% financial assistance against the yearly membership fee of the professional society.

B. Financial Assistance to Students for Participation in Event

Students are encouraged to participate in the following activities organized by other institutes from time to time:

1. Cultural cum Social activity/ festivals.
2. Technical Fests, Quiz or any other Technical event.
3. Any competition such as Debates, Essay writing, Moot court etc.
4. Sports



5. A prior recommendation of Dean Student is required for such participation.
6. One team per event shall be allowed to participate from the University

Rules for Attendance and Reimbursement:

For participation in extracurricular activities outside MRU and organizing in house activities, the student shall be provided attendance for a maximum of one week (5 teaching days). This is the responsibility of the student to maintain the minimum attendance required in all subjects of his/ her course as specified in the University Ordinance.

- If the student/ team of students is approved for participation in other national organization then the following facilities may be provided by the University
 - a. Transport / reimbursement of fares (Bus fare/ Train fare of 3rd AC category)
 - b. Registration Fees 100%
 - c. Boarding & Lodging as per actuals if Hostel facility is available, otherwise it shall be reimbursed at the rate of 1500/- per day including food and accommodation on twin sharing basis.

*In exceptional cases student may be given an opportunity to participate in any event being organized in any foreign country

General Guidelines:

- Prior approval for participation in other national organization is must, failing which the benefits of attendance and reimbursement shall not be provided. The application for approval must be submitted to Dean Student at least 10 days in advance. Student shall submit a report with the vouchers in specified formats available with the respective faculty coordinator within a week of arriving back at MRU after such participation.
- Student may be asked for raising funds from the sponsors to subsidize transport and equipment costs.
- Strict adherence to any safety and health precautions associated with a particular activity is necessary. The due respect must be shown to the organizers of the extracurricular activities and property of others during the time of these extracurricular activities.

D. Participation in Technical Competitions/Projects

All the major technical Competitions of IIT's & NIT's, Technical competitions like Imagine Cup, Yahoo Accenture Innovation Jockeys, Intel Big C Challenge, Make it Wearable, SAE BAJA, ROBOCON , Smart India Hackathons etc are announced by the host Institute/Organization at least 3 to 4 months in advance, therefore:

- The Faculty Coordinator of Technical Events should put up the notices for students information and invite the participation 3 months before the date of event.
- Students must identify a faculty member for mentoring their project.
- Students shall submit the project proposals and make the presentation before the committee. Members constituting the Committee would be, Dean Research as



- Chairperson, Head Innovation Cell and Head of the Departments / Senior Faculty nominated by Head of the Departments as the members of the committee.
- Depending upon the decision of committee, the projects recommended by this committee would be funded by the University after taking final approval from Vice Chancellor.

Rules for Funding

Funds for developing the project

- Full funding up to 1 lakh for Competitions where prototype development is involved.
- if project costs more than 1 Lakh then up to 1 Lakh full funding and any amount above 1 Lakh would be funded only 50%.
- For the teams participating in the competitions of technical fests (Delhi-NCR) funding up to Rs 20,000/ would be provided for developing the project

Registration Fee:

For the approved projects, registration fee up to Rs 20,000/- for the team will be paid by the university. This Registration amount is over and above the funds sanctioned for the development of projects.

T.A & Boarding Lodging

Team of students approved for participation may be provided the following facilities by the University:

- a. Transport / reimbursement of fares (Bus fare/ Train fare of 3rd AC category) for travel in India
 - b. Boarding & Lodging as per actuals if Hostel facility is available, otherwise it shall be reimbursed at the rate of 1500/- per day including food and accommodation on twin sharing basis.
 - c. In case Team/Student is representing the University internationally, all the expenses relating, travel & stay for the team/student will be borne by the University.
- This project would be the property of University; student shall submit the project with University after the competition results are declared.

Note: Any prize money up to 50,000/ will remain with the Team/Student only.

For prize money above 50,000/: shall be divided in ratio 70:30 between Team/Student & the university. This will help in creating a student corpus fund for organizing student events and their future participations.

E. Participation in Conferences

The University encourages the students to participate in research activities and to attend Conferences/Seminars/Symposia, held in India and abroad for sharing knowledge and their academic growth.



1. Eligibility

- a. Regular student of the University
- b. Financial assistance may be provided for the following purposes:-
 - (i) Those contributing a paper.
 - (ii) Poster presentations (only in India).
- c. One of the Author in case of Paper presentations in conferences shall be given the financial assistance

2. Pattern of Assistance

Travel assistance desired for International Conferences / Seminars / Symposia held abroad

- a. The eligible student shall be provided with 100% assistance once in his/her duration of programme. Admissible expenditure will cover economy class air fare by the shortest route; airport tax; visa fees; registration fees; and daily allowance as per rule. Late registration fee will not be reimbursed. Travel by Air India shall be preferred. Expenditure on accommodation shall be reimbursed as per rules.
- b. In case, the number of applicants is too high and there is paucity of funds, competent authority will decide on the quantum of assistance to be provided.

3. Travel assistance within India for National or International Conferences/Seminars / Symposia / Workshops

- a. The eligible Student shall be provided with 100% assistance generally once a year. In case, the number of applicants is too high and there is paucity of funds, competent authority will decide on the quantum of assistance to be provided.
- b. TA/DA will be admissible as per rule.
- c. Registration fee not exceeding Rs. 10,000/- will be fully covered. Late registration fee will not be reimbursed.
- d. In case, any student wants to avail the financial assistance second time in the year, he/she may avail the benefit of registration fee only within the limit of Rs 10,000/-.

Note: 1. If the lodging and boarding charges are included in the registration fee. This will apply to both categories of travel.

4. How to Apply

Student shall apply in the proper format to the Dean Research at least 15 days before the date of commencement of international / national event respectively. The application shall be routed through the respective Head of Department and Dean of Faculty.

- a. A Standing Committee, of the department, shall scrutinize the applications and forward it to the office of registrar for the approval of competent authority.



- b. The applicant's proven record of research output will be one of the most important criteria.
- c. Some preference will be given to those applicants who have secured partial assistance from external sponsors / sources.
- d. Granting of financial assistance will depend on the grant received from UGC for the purpose.
- e. The decision of the Vice-Chancellor shall be final and binding in all respect.

