

PRO VICE-CHANCELLOR'S SECRETARIAT  
ALIGARH MUSLIM UNIVERSITY

ALIGARH

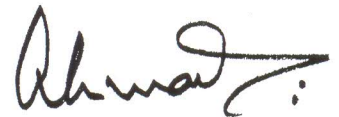
Dated: 15 March 2014

D.No. 621/PVCS

All Deans of Faculties  
Dean, Students Welfare  
Proctor  
Principals of Colleges  
All Chairmen of Departments of Studies  
All Directors of Centres, Units

**VISIT OF FACULTY MEMBERS FOR NATIONAL/INTERNATIONAL CONFERENCES/ SEMINARS**  
**ATTENDING ON "NO COST TO UNIVERSITY"**

1. It has been observed that frequent requests are being sent at the Pro Vice-Chancellor's Office from teachers seeking permission to attend National /International Conferences/Seminars at "No cost to the University". Of late, it is seen that such requests are initiated at a belated stage and are routed through multiple channels resulting in delay in according sanction and consequent abandoning of the trip by default.
2. The matter has been examined and the Vice-Chancellor has approved the following:-
  - (a) The Dean, of the concerned Faculty, is authorized to grant approval to such applicants without reference to higher authority.
  - (b) A faculty member can avail of such an opportunity to maximum twice in a Calendar year.
  - (c) All such visits will count towards Duty Leave of that Academic Year.
  - (d) Not more than seven days (including Sundays/holidays) will be sanctioned at one time.
  - (e) It will be mandatory for all applicants to disclose the source of funding in all such cases in their application.
  - (f) Copy of all such approval(s) will be forwarded to Registrars' Office for entering in the record/concerned file of the teacher.
  - (g) In case Chairman/Dean is unwilling to recommend/approve such application, the same will be forwarded to the Vice-Chancellor giving reasons for disapproval within 48 hours of receipt. Under no circumstances, request will be withheld beyond 48 hours.
3. Specimen copy of application form is enclosed.
4. This may please be given wide dissemination.



(S Ahmad Ali)  
Pro Vice-Chancellor

D.No. 621/PVCS

Dated: 15 March

Copy to:

1. Registrar
2. Controller of Exams & Admissions
3. Finance Officer
4. Deputy Registrar (Academic)
5. Assistant Registrar to Vice Chancellor – for information of the Vice Chancellor please.



Pro Vice Chancellor  
Pro Vice-Chancellor  
A.M.U. Aligarh U.P.

