OFFICE OF THE REGISTRAR
(ACADEMIC SECTION)
A.M.U., ALIGARH

Dated: 12.01.2013

No. Acad/D- 2760/AA

CIRCULAR

All Deans of the Faculties
All Chairman of the Department of the Studies
Coordinator, Interdisciplinary Biotechnology Unit./Director of the Centres
Principal, Women's College
Principal, University Polytechnic/ Women's Polytechnic

VISITS BY FACULTY MEMBERS: INDIA & ABROAD

1. Applications are invited from the teachers of the Department of Studies for
provisioning of financial support from the University for attending Conference/
Seminar/ Symposia abroad as well as within India during the forthcoming Financial
Year 2013-14 as per format given below:-

(a) For visit Abroad

<table>
<thead>
<tr>
<th>S.N</th>
<th>Name &amp; Designation</th>
<th>Department</th>
<th>Proposed country for visit</th>
<th>Purpose (Conference / Seminar/Presentation or Chairing of a session)</th>
<th>Tentative dates &amp; Duration</th>
<th>Details of visits undertaken during last three years</th>
<th>Approx Expenditure Including Airfare &amp; TA/DA</th>
<th>Remarks</th>
</tr>
</thead>
</table>

(b) For visit within India

<table>
<thead>
<tr>
<th>S.N</th>
<th>Name &amp; Designation</th>
<th>Department</th>
<th>Proposed Destination</th>
<th>Purpose (Conference / Seminar / Presentation or Chairing of a session)</th>
<th>Tentative dates &amp; Duration</th>
<th>Details of visits undertaken within India at University Expense during Financial Year 2012-13</th>
<th>Approx Expenditure including TA/DA and Train fare</th>
<th>Remarks</th>
</tr>
</thead>
</table>

2. Application on the prescribed format as applicable, complete in all respects
may please be submitted to the Academic Section, Office of the Registrar, through
Chairman of the Department/Principal/Dean of the Faculty concerned by 28 February,
2013. Applications incomplete in any respect or without required documents would not
be entertained.

3. Once the applications on the format given above are received, a Committee
constituted for the above purpose will shortlist the prospective applicants. The nominal
roll of all such applicants will be promulgated and concerned Departments will be
informed by 15 March, 2013. Thereafter, the selected applicants will forward a separate
application as per format enclosed at Appendix giving specific details in terms of dates
and cost. This application must reach minimum 30 days before the commencement of
journey.
4. Sanctioning of Financial Assistance will depend under the availability of Grants/Funds under the respective head of account. In case of Non availability of Grants/Funds, no application/request would be considered and the University will have no liability to reimburse any expenditure incurred.

5. No application for travel to attend Conference/Seminar etc. will be entertained during mid Financial Year. Hence desirous applicants must ensure that the tentative programme as per format given at Para 1 (a) / (b) is submitted on time.

6. This may please be circulated amongst all the teachers of the Department/College/Unit/Polytechnic concerned.

7. The above will replace all formats on this subject and will be applicable for all journeys being undertaken with effect from 01, April, 2013.

(Shahrukh Shamshad)
Group Captain (Retired)
REGISTRAR

No. Acad/D- 2760/AA
Copy also to:-
1. Assistant Registrar, Vice-Chancellor’s Secretariat.
2. Assistant Registrar, Pro-Vice-Chancellor’s Secretariat.
3. P.S to Registrar/Finance Officer/Controller of Exams.

Dated: 12.01.2013

REGISTRAR
PROFORMA
Application For Attending International Conference/Congress/Seminar/Symposium etc.
Abroad / within India

(To be submitted only if the applicant is on the approved list)

1. NAME: ..............................................

2. DESIGNATION: ..............................................
(Permanent/Temp.)

3. DEPARTMENT: ..............................................

4. (a) Date of Birth ..............................................
(b) Date of first continuous appointment ..............................................
(c) Date of Confirmation ..............................................

5. Details of Conference/Congress to be attended now. (Please attach Xerox copy of the
invitation and program.

<table>
<thead>
<tr>
<th>Purpose/Conference/Seminar/presentation of paper or chairing a session</th>
<th>A. Title of Paper</th>
<th>Place &amp; Country Or Location if within India</th>
<th>Date</th>
<th>Cost Mention</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
</tbody>
</table>

B. Mode of Presentation: (Please tick)
* Please attach abstract of the Paper
** Please attach Xerox copies of the acceptance of the paper No. Travel grant will be
provided for Poster Presentation. However if the applicant obtain atleast 60% Travel
Grant from any other recognized agency like INSA, CSIR, DST etc., the University
may consider the application for Travel Grant.

C. Whether the paper proposed to be presented is based on the research work done by the
applicant or by his Research Scholar.

6. Name of the author of Paper
(a) Main author ..............................................
(b) Co-author ..............................................
(c) No objection Certificate : I/We have no Objection.
if the paper is presented by the applicant.

Signature(s) 1. ..............................................
2. ..............................................
3. ..............................................
7. (a) Amount of the Air Fare  
    (Economy Class/Excursion) supported by an Air 
    Fare Certificate issued by the Air India Office.
(b) Amount of Registration Fee  
(c) Any other Expenditure

8. Details of the expenditure expected to be met by any of the agencies like:
   (i) The organizers of the Conference  
   (ii) INSA/UGC etc.  
    (A photocopy of the relevant letter be attached)
   (iii) Whether local Hospitality is being provided by 
    the organizers of the conference  
   (iv) If not, then how do you propose to meet the 
    maintenance during the said period of your 
    stay abroad.

9. Particulars of the International/Seminar/Symposium, attended abroad during the last three years.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the International Conference etc.</th>
<th>Duration &amp; Place</th>
<th>Letter No. &amp; Date</th>
<th>Particulars of Sanction</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

I certify that the information mentioned in this application is true and nothing has been enclosed.

Date: .............................................

Signature of Applicant

10. Remarks/Recommendation of the Chairman/Head:
    A. Recommended ..................................................

        (a) Whether the subject of the conference is related to the sphere of duties 
            and beneficial to the Department? Yes/No
        (b) Whether the teaching arrangement has been made. Yes/No
        (c) Whether the funds are available under the head 'Contingency' for the purpose 
            of payment of the 50% Registration Fee (This will not apply in the case of 
            Faculty of Engg. & Technology) Yes/No
        (d) The paper to be presented has not been read/presented in any conference/Seminar etc. Yes/No

    B. Not recommended because ..................................

Date: .............................................

(Signature of Chairman/Principal)

Note: - If no funds are available in the Contingency for payment of Registration fee then please do not recommend the case.

11. *Specific Remark/Recommendation of the Dean:

Date: .............................................

(Signature of the Dean)

Instructions to the Applicant:
A. Applications (complete in all respect) must be submitted at least two months before the date of the conference.
B. All required documents may please be enclosed.
C. Incomplete application will not be processed.