डॉ0 शकुन्तला मिश्रा राष्ट्रीय पुनर्वास विश्वविद्यालय, लखनऊ
Dr. Shakuntala Misra National Rehabilitation University, Lucknow
उत्तर प्रदेश सरकार

पत्राक 68 /पत्रा.सं0–1794/D.S.M.N.R.U./2024–25 दिनांक – 11-04-2025

Notification of "Guidelines for Organizing/Attending National/ International Conferences/Seminars/Symposium/Workshops" and "Guidelines for consideration of grants to students and full-time Ph.D. scholars for presentation of paper in National/International Conferences /Seminars/ Symposia (to be held in country and Abroad)"

"Guidelines for Organizing/ Attending National/ International Conferences/ Seminars /Symposium /Workshops" and Guidelines for consideration of grants to students and full-time Ph.D. scholars for presentation of paper in National/International Conferences /Seminars/ Symposia (to be held in country and Abroad)" is hereby notified for information and compliance.

(Rohit Singh)
Registrar

C.C

1. P.S. to Honourable Vice Chancellor.
2. Finance Officer.
3. Dean, Academics.
4. All Deans of the Faculty.
5. All Heads of the Departments.
6. Controller of Examination.
7. System Analyst with instruction to upload it on University website.
8. Guard File.

(Rohit Singh)
Registrar

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Dr. Shakuntala Misra National Rehabilitation University,

Mohaan Road, Lucknow.

Guidelines for Organising/Attending National/International Conferences /Seminars/ Symposium/ Workshops

1. Introduction

The university prioritises sharing new ideas, enhancing skills and imparting knowledge, encouraging its faculty to organise scientific events like symposiums, seminars, conferences, and workshops. Seminars, conferences, workshops and webinars serve as effective training and knowledge-sharing platforms, and offer an efficient and cost-effective method for active interaction. To support these valuable educational activities, these guidelines have been introduced to provide financial assistance, enabling departments and affiliated colleges to organise these events with the necessary administrative support. This initiative aims to enhance academic interaction, to promote a culture of continuous learning and to enhance opportunities for skill and professional development of the researchers and Faculty members.

2. Objectives

2.1 ***Exchange of Knowledge and Ideas:*** To bring together academicians and experts from different parts of the country and abroad to exchange knowledge and ideas, to promote collaboration and innovation among faculty.

2.2 ***Support for National and International conferences and seminars:*** To support for organizing the national and international conferences and seminars focused on themes of national and global concern of interest. These events will facilitate substantive discussions, deliberations, interactions and exchange of information and ideas on national and global scale.

2.3 ***Workshops for Awareness and Skill Development***: The support aimed at creating awareness, skill development, faculty development and training in areas of academic, social, industrial and scientific importance. These workshops may also be integrated into broader conferences to enhance their impact and reach.

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2.4 ***Support to attend National/ International Conferences/ Seminars/ Symposium/ Workshops***: The aim is to provide support for faculty to attend national and international academic events, enabling them to stay updated with the latest research, engage with experts and bring back valuable knowledge and seed them to their students. This initiative fosters continuous learning, collaboration and enhances the university's academic excellence.

3. Eligibility

Financial assistance under scheme is available to all regular faculty members of the University Departments and the Department of affiliated colleges.

3.1 Financial Assistance

3.11 For Organising National/ International Conferences/ Seminars/ Symposium/ Workshops

The committee decided that seed money will be provided for organising Conference/ Seminar/ Symposium / Workshops on loan basis. Seed money would be given to the Organiser/ faculty member, which would have to be refunded to the University after successful completion of the event. The amount of registration fee, to be taken from participants should be sufficient to meet out the expenses of the event. The organiser is expected to apply to other funding agencies well in advance. It is expected from organiser to apply for the seed money at the beginning of the new academic session, through the Coordinator/Head/Dean, for hosting such academic events and approval will be given accordingly, to avoid any overlap dates etc. or availability of the desired venue.

The details of maximum seed money that can be allotted are as under:

(i) For National Conference / Seminar / Symposium / Workshop:

Not more than Rs. 50,000 / - per event on loan basis.

(ii) For International Conference / Seminar/ Symposium/ Workshop:

Not more than Rs. 2,00,000/- per event on loan basis.

The University will provide the accommodation and venue for, conducting the Conference/Seminar/ Symposium / Workshop as per University rules.

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If the Organisers receive any amount from funding agency in the head of accommodation and venue, the same shall be transferred to the University account (***Account number.....)*** as per actual sanctioned amount.

3.12 For Attending the National/International/Conference/Seminar /Symposium/Workshops

1. Financial assistance will be provided to the regular faculty members to attend a Conference/ Seminar/ Symposium/ Workshop, only when contributing a paper/ poster or as a delegate in Training Programme or winter school/ Capacity Building Programme/ Skill-Development Programme/ Faculty-Development Programme/ Quality Improvement Programme/ Workshop and other such activities, since these are hands-on in nature, Assistance shall not be given to merely attend a conference/seminar. For invited lectures, it is expected that the host institute should bear the expenses; hence assistance shall not be given by the University. However, external funding may be obtained through various agencies, for any of these events.

2. Under the scheme, financial assistance may be provided to a regular faculty member of the University as per following.

(i) For National:

Up to Rs. 20,000/- in two years (including Travel*, Registration, Accommodation* etc.)

(ii) For International (to be held in Abroad): Up to Rs. 1,00,000/- in four years (including Travel*, Registration, Accommodation* etc.).

*Grant will be provided as per Govt. of India (GOI)/Government of U.P.

3. A Register should be maintained by the Establishment Section with pages dedicated to each faculty for financial assistance taken from the University for attending National/ International Conference/ Seminar/ Symposium/ Workshops.

4. Procedure of Applying for the Scheme

4.1 The University Departments who wishes to avail of financial assistance under this scheme shall submit their proposal through online mode in

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prescribed format (***We have to develop at Samarth portal: if not exists***) along with concept note and submit hard copy to the Dean, Academics of the University. The organisers shall submit proposal at least ***180 days*** before the event for obtaining the approval of the Hon'ble Vice-Chancellor.

4.2 Application along with concept note elaborating (i) A brief mention of the need for holding the event (ii) The in house expertise in the subject field of the proposed event (iii) outcome and estimated budget (iv) list of agencies who can be approached for sponsorship.

4.3 The University will consider the proposal for Seminar/ Conference/ Workshop/ Symposium/ Training programme on the merit of the proposal and availability of funds under this head. After the approval of the Hon'ble Vice-Chancellor, the sanction letter of seed money for the activity will be communicated to the Department by Dean, Academics.

5. Procedure of Approval

1. The proposal shall be evaluated by the Expert Committee to decide the suitability of the proposal and to suggest the quantum of financial assistance to be sanctioned.

Dean Academics	Chairperson
Dean, Faculty	Member
Head/Coordinator, Department	Member
AR (Academics)	Member Secretory

2. The Expert Committee will give recommendations and the final decision will be taken by the Hon'ble Vice-Chancellor keeping in view, the availability of funds for the scheme and the number of proposals submitted by the Department. An equal opportunity shall be given to all the university departments and the grants are allocated on case-to-case basis.

3. The quantum of support will be determined depending on the number of days, number of participants and the status of the conference/seminar however it should not be more than limit spouted at line 65 & 67 on page 3.

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4. The priority shall be given to those conferences/seminar/workshop that arise out of reputed national or international agreements/obligations and are multidisciplinary in nature.

5. The approval of the proposals shall be done once in a month and it is not mandatory for the university to accept all the proposals.

6. Activities organised in collaboration with recognised academic Associations/Academic Bodies, Academic/ Professional Institutions, Associations of Business/ Industry, Voluntary Organisations, NGOs and registered Societies/Trusts may be encouraged.

7. Financial assistance will not be sanctioned for International Conference/ Workshop/ Seminar, if they are of one-day duration.

8. International Conferences/ Conference visa for foreign delegates an International conference may be organised once in 3 years by a department, which is eligible for the financial assistance. The concerned department will seek approval from Ministry of Home Affair and Ministry of External affairs, Government of India. The participation of at least five foreign delegates is must.

The organising department conceiving an idea of holding an event shall be required to submit the proposal to the Nodal Ministry of the Government of India, through the Registrar, Dr. Shakuntala Misra National Rehabilitation University, Mohaan Road, Lucknow. The proposal shall contain information provided at http://conference.mha.gov.in

Generally, the organisers are required to submit their proposal to Administrative/ Nodal Ministry at least 8 months before the commencement of an international academic event. Websites of the relevant ministry/funding agency shall be checked for further information.

The Visa to the Foreign Participants -

Once the nodal ministries i.e. ministry of Home Affairs and Ministry of External Affair provide their approvals to organise an international academic event, the Organising Secretory will send invitation to foreign participants. Participants from foreign countries should invariable be advised to opt for

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Conference Visa only through their Embassies/Consulates/Missions. In the invitation letter, the Organising Secretory should mention the details of clearance accorded by the Nodal Ministries for conducting the international academic event. With invitation letter, the participants should approach the Embassies/ Consulates/Missions abroad for grant of conferences visa.

Travel Grant to Foreign Invitees: Only local Travel Grant from nearest Indian cities having International Airport to Lucknow shall be allowed.

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Prof. V.K. Singh
Dean Academic
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Dr. Shakuntala Misra National Rehabilitation University, Lucknow

Guidelines for consideration of grants to students and full-time Ph.D. scholars for presentation of paper in National/International Conferences /Seminars/Symposia (to be held in country and Abroad).

1. **Background:**

Providing incentives in the form of grants for presenting papers in international conferences can be a valuable way to support the academic and professional development of students and full-time Ph.D. scholars fostering their academic and professional development.

2. **Objective:**

The primary objective of providing grants is to support the students and full-time Ph.D. scholars in presenting their research work in the national/international conferences (to be held in country and abroad), thereby enhancing their academic and professional growth. The grant would be provided to partially cover the costs associated with travel, accommodation, visa, registration fees and other related expenses.

3. **Eligibility Criteria:**

3.1 Only full-time Ph.D. scholars and students currently enrolled in the program are eligible. Applicant must have published a research paper in peer reviewed Journals/UGC-CARE listed journals.

3.2 Acceptance in the conference: Scholars must have the acceptance letter of paper to be presented in the conference.

3.3 Publication: Scholar must have at least one paper published in UGC-CARE listed journals, prior to submitting application for grant.

3.4 The conference should be organized by recognized academic/research Institute or Societies of National/International importance.

4. **Application Process:**

4.1 Submission of Proposal duly forwarded by the DRC: Scholar must submit a detailed proposal including the conference details, abstract and the significance of their participation to the Research and Development Cell duly forwarded by the Department Research Committee (DRC) at least one month in advance. The scholar should include a budget outlining the estimated expenses, including registration fees, travel, accommodation and miscellaneous expenses. Maximum two proposals for such conferences may be forwarded by the DRC of a department in a Financial Year. DRC shall also ensure that a student/scholar shall not get this grant more than once during the entire duration of the programme in which he/she is enrolled. Its record must also be mentioned by the department. Recommendation of DRC shall be forwarded for consideration by the Vice Chancellor.

4.2 Latter of Acceptance: A copy of the acceptance letter from the conference organizers must be submitted as part of the application.

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5. **Evaluation Criteria:**

Before recommending the applications for financial support, DRC may review the proposals on the quality and significance of the paper to be presented on following grounds-

5.1 Academic Merit: DRC may review the proposals on the quality and significance of the paper or poster to be presented. Preference may be given to scholars who have publication in high rates journals. The preference shall be given in the order of oral presentation, followed by poster presentation. Financial support shall not be provided to for attending/participation/invited lectures in the conference.

5.2 Relevance: Relevance of the conference to the scholar's research area may also be reviewed.

5.3 Contribution to Scholarly Community: How the student's/scholar's participation as paper presenter will contribute to the broader academic and research community.

5.4 Financial Need: Consideration of the student's/scholar's financial need, with priority given to those who may face difficulty covering the costs themselves. Apart from this grant, the applicant should apply to other funding agencies or be able to fund himself/ herself to cover the related expenditures.

5.5 Recognized Scientific/Academic Bodies: The conference should be organized by recognized academic/research Institute or Societies of National/International importance.

6. **Grant Amount & Coverage:**

6.1 Coverage: Grants may cover a portion or the entirety of the expenses, including registration fee, travel, accommodation and other related costs.

6.2 Maximum Limit: The maximum amount of grant would be Rs. 20,000/-.

7. **Obligations:**

7.1 Conference Reporting: The applicant would furnish the copy of the certificate of participation, copy of full paper and a brief report detailing their experiences, insights gained and the impact on their research on return to the Research and Development Cell duly forwarded by the Head of the Department Copy of paper published in the conference proceedings shall also be submitted to the department for records.

7.2 Acknowledgement: Scholar must acknowledge the financial support received in their conference presentation and related materials.

7.3 Submission of bills and related documents: After completion of event and all the above mentioned requirements, bills and related documents shall be submitted to finance office through proper channel for disbursement of sanctioned amount.

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