



Re-Accredited 'B++' 2.86 CGPA by NAAC

**VEER NARMAD SOUTH GUJARAT UNIVERSITY**  
University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

**વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી**

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

Tel : +91 - 261 - 2227141 to 2227146, Toll Free : 1800 2333 011, Digital Helpline No.- 0261 2388888  
E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

## -: પરિપત્ર :-

સંદર્ભ:- (૧) બોર્ડ ઓફ મેનેજમેન્ટની તા.૦૪-૦૩-૨૦૨૪ના સભા ઠરાવ ક્રમાંક: ૧૫૧

(૨) બોર્ડ ઓફ મેનેજમેન્ટની તા.૨૦-૦૬-૨૦૨૪ના સભા ઠરાવ ક્રમાંક: ૧૧.૨૫

યુનિવર્સિટી કાર્યાલયના તમામ અનુસ્નાતક વિભાગોના વડાશ્રીઓ, વહીવટી વિભાગોના વડાશ્રીઓ અને સ્વનિર્ભર અભ્યાસક્રમો/ પ્રોગ્રામોના કો-ઓર્ડિનેટરઓને જાણાવવાનું કે, ઇન્ટરનેશનલ-નેશનલ કોન્ફરન્સ, સેમિનાર અથવા વર્કશોપ (ભારત દેશના ગુજરાત તથા અન્ય રાજ્યમાં અને વિદેશ)માં ભાગ લેવા માટે બોર્ડ ઓફ મેનેજમેન્ટની તા.૦૪-૦૩-૨૦૨૪ના સભા ઠરાવ ક્રમાંક: ૧૫૧ અને તા.૨૦-૦૬-૨૦૨૪ના સભા ઠરાવ ક્રમાંક: ૧૧.૨૫. મુજબ યુનિવર્સિટીના કાયમી શૈક્ષણિક કર્મચારીઓ અને વહીવટી કર્મચારીઓ માટે ટ્રાવેલિંગ ફંડ નીચે મુજબ યુનિવર્સિટી દ્વારા ચૂકવવામાં આવશે.

- To attend International Conference,  
100% OR **Rs. 2,00,000/-**, whichever is minimum, of total admissible expenditure such as travel, accommodation, registration fee, per diem allowance, local transport and visa fee, **once in Three years.**
- To attend Conference, anywhere in India,  
100% OR **Rs. 50,000/-**, whichever is minimum, of total admissible expenditure such as travel, accommodation, registration fee, per diem allowance and local transport, **Twice in a year.**
- Per Diem Payment
  - For the payment of daily allowance, the Government of Gujarat's rates will be followed (The Gujarat Public University Act- 2023, No.: 150-6). D.A. will be paid for the duration of the conference plus four days i.e. two days before and two days after the conference which will include the travel period.

વધુમાં, ઉપરોક્ત ટ્રાવેલિંગ ગ્રાન્ટ પોલીસી અંગેની ગાઈડલાઈન અને Application Form યુનિવર્સિટીની વેબસાઈટ પર મુકવામાં આવેલ છે.

ક્રમાંક: યુ.જી.સી/આર.ડી.સી./૧૨૬૯૧/૨૦૨૪

તા. ૨૪-૦૬-૨૦૨૪

બિડાણ: ઉપર મુજબ

નકલ રવાના પ્રતિ,

- યુનિવર્સિટીના તમામ અનુસ્નાતક વિભાગોના વડાશ્રીઓ/ કો-ઓર્ડિનેટરશ્રીઓને,
- યુનિવર્સિટીના વહીવટી વિભાગોના વડાશ્રી,

જાણ તથા ધટનું થવા સારું....

કુલસચિવ



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## Application Form

**For availing financial assistance for attending Seminar/Workshop/Conference etc.**

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**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Designation:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Name & Date of Event (from – to):** \_\_\_\_\_

**Host Institution with Address:** \_\_\_\_\_

\_\_\_\_\_

**Venue of Event:** \_\_\_\_\_ **Type of Event:** Local / Regional / National / International

**Date of Journey:** \_\_\_\_\_ **Mode of Travel:** Car / Bus / Rail / Air

**Estimated Travel Expenditure:** \_\_\_\_\_ **Registration Fees:** \_\_\_\_\_

**Total Estimated Expenditure (Registration fees/Accommodation/TA/DA):** \_\_\_\_\_

**Nature of Participation:** Attending the event / Presenting the paper / Resource Person

**Title of the Paper (if presenting):** \_\_\_\_\_

**Financial assistance availed for Seminar/Workshop/Conference etc. attended during current Academic Year: (Attach separate sheet if required)**

<b>Sr No</b>	<b>Name of Event / Nature of Participation / Place</b>	<b>Date (from - to)</b>	<b>Fund from which Financial assistance availed (UGC / CDF / Gen Fund/Dept. Self Finance Fund etc.)</b>	<b>Amount of financial Assistance received</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

**I, hereby certified that I have not availed of any grant for attending seminar/workshop etc. held in India during last 6 months.**

**Signature of Applicant**

**Signature of Head with Recommendation**

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Note: Kindly enclose covering letter and necessary documents with the application form.

## Guidelines for Proposed Travel Grants Scheme for University Teachers

### 1. Introduction

This scheme is for providing financial assistance to permanent teachers (Grant-in-Aid and Self-Financed Programmes) of the University Departments. The objective of this scheme is to enable the university teachers to participate and present their research paper(s) in National and International Conferences in India and abroad.

In case, financial assistance is received from the organizers or any other agency, the teacher will not be eligible for financial assistance under this scheme.

### 2. Nature of Assistance Available under the Scheme

The financial assistance for permanent teachers of the university will be paid by the university, as per following:

- a. To attend International Conference,  
100% OR **Rs. 2,00,000/-**, whichever is minimum, of total admissible expenditure such as travel, accommodation, registration fee, per diem allowance, local transport and visa fee, **once in Three years**.
- b. To attend Conference, anywhere in India,  
100% OR **Rs. 50,000/-**, whichever is minimum, of total admissible expenditure such as travel, accommodation, registration fee, per diem allowance and local transport, Twice in a year.
- c. Per Diem Payment
  - i. For the payment of daily allowance, the Government of Gujarat's rates will be followed. D.A. will be paid for the duration of the conference plus four days i.e. two days before and two days after the conference which will include the travel period.

### 3. Procedure to get Financial Assistance

The application should be sent to the R & D Cell of the university in the prescribed application form along with all necessary enclosures with a copy of the paper, acceptance letter from the organizers of Conference and the full text of the paper proposed to be presented in the Conference two months prior to the commencement of the conference. Incomplete applications will not be considered and no correspondence will be entertained in this regard. The submission of a proposal does not automatically mean that it has the approval of the university.

If the paper is co-authored, then a no-objection certificate(s) from the author(s) may be attached with the application. In case of two or more applications for the same paper(s) only one application will be considered and priority will be given to the first author.

The Proposal(s) received duly completed in all respects will be evaluated by the committee. Based on the recommendation of the committee, an approval/rejection letter is sent to the candidate.

The entire amount due to the candidate is disbursed in one installment after the conference is over and relevant documents are submitted by the applicant.

Budget : To be decided.