

60  
62  
51  
LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION : GWALIOR

48<sup>th</sup> MEETING OF THE FINANCE COMMITTEE OF LNIPE, GWALIOR

AGENDA ITEM No. 6

RECOMMENDATION OF ACADEMIC COUNCIL IN ITS 33<sup>rd</sup> MEETING HELD ON  
21.12.2015

Recommendation of the Academic Council in regards to –

- ✓ 1. STANDING OPERATING PROCEDURE FOR PARTICIPATION IN NATIONAL AND INTERNATIONAL PROJECTS / CONFERENCES / SEMINARS BY THE MEMBERS OF THE FACULTY OF THE INSTITUTE.
- ✓ 2. DEPARTMENT-WISE FUNDING FOR PROJECT WORK AND DEPUTATION OF STAFF FOR INTERNATIONAL / NATIONAL CONFERENCE / SEMINAR / WORKSHOP / TRAINING ETC. ON INSTITUTE EXPENSE.
3. TO ALLOCATE BUDGET FOR THE DEPARTMENT OF PURCHASE MINOR ITEMS, REPAIR OF EQUIPMENTS, PURCHASE OF STATIONARY ETC.
4. TO RE-START THE INCENTIVE PROVISION FOR STUDENTS WHO ARE WINNING POSITIONS IN NATIONAL UNIVERSITY GAMES / SENIOR NATIONAL IN VARIOUS SPORTS AND GAMES.
5. TO START PROVISION OF PROVIDING FINANCIAL ASSISTANCE TO STUDENTS OF WEAKER SECTION.

were submitted in 47<sup>th</sup> Finance Committee as Agenda Item No.10. Finance Committee considered the proposal and feels that the amount of Rs. 20 Lakhs be spent in respect of Item No. 1 & 2 each and also asked to submit Guidelines, Delegation of Administrative and Financial powers to be prepared and Net Qualified research scholars may also be given scholarship and operational procedure may also be prepared.

As desired in Finance Committee, Standard Operating Procedure for awarding Sports Scholarship to the students of the University for participating and winning medals at the International/National Inter-university level competition have been framed and submitted as under :



Standing Operating Procedure in regard to sub item 1 i.e. Participation in National and Inter-national Conferences Symposium, Workshop, Seminars etc. has been prepared and marked as Annexure-6, Page-53-54.

S.O.P. in regard to sub item 2 i.e. Participation in National and Inter-national Conferences Symposium, Workshop, Seminars etc. to be held Abroad has been prepared and marked as Annexure-7, Page - 55-57.

Sub item 3 was discussed in 47<sup>th</sup> Finance Committee meeting and decided that an advance may be given to the Head of the Departments for the purpose.

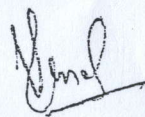
Standard Operating Procedure in regard to sub item 4 of agenda has been prepared and marked as Annexure-8, Page 58.

Guidelines in regard to sub item 5 i.e. to start provisions of providing financial assistance to students of weaker sections have been prepared and marked as Annexure-8(A), Page-59-61.

Merit and Means-cum-Merit Scholarship Scheme -

Guidelines in regard to Merit and Means-cum-Merit Scholarship Scheme has been framed and marked as Annexure- 8(B), Page-62 (A.B.C&D) as discussed in Any other matter in 47<sup>th</sup> Finance Committee.

Finance Committee may like to recommend the matter in Board of Management.

  
REGISTRAR



48FC/ N...  
स्थान, ग्वालियर

ANNEXURE-6

(53) 60

COMPREHENSIVE PROPOSAL GUIDELINES FOR PARTICIPATION  
OF PROFESSORS, ASSOCIATE PROFESSORS & ASSISTANT  
PROFESSORS IN NATIONAL & INTERNATIONAL  
CONFERENCES/ SYMPOSIUM/ WORKSHOP/ SEMINAR ETC.

**Purpose-** To allow Institute's teacher's (Professors, Associate Professors & Assistant Professors) to participate in National & International Conferences/ Symposiums/ Workshops/Seminars etc.

1. Participation in National and International Conferences/ Symposiums / workshops/Seminars/ Congresses/Conventions etc. without financial assistance.
  - i) Faculty members who are above or equivalent to the rank of Assistant Professors & if invited for any activity like lecture / lead lecture/ Chairing a session/ Panellist and Oral presentation, will be considered for a maximum of two times in a financial year with assistance from the Institute. The HOD of the respective department will allow them by granting duty leave without any financial liability whatsoever on the part of the Institute. The Honorable Vice-Chancellor shall be informed accordingly by the HOD, Faculty members who have availed two such chances earlier will not be considered for participation in any more national/ international conference in that session.
  - ii) As far as possible, faculty members will be allowed to attend preferably one International conference once in three financial years (1 only if attending an international conference etc. within or outside the country), related to his/her work/specialization. Faculty members, who have never attended any conference etc. will get priority over those who have availed even one chance, however this practice will not be applicable for the faculty members who are office bearers or have to receive award/recognition/ or called as key speaker of the professional society/congress/convention etc of the subject. It should be the endeavour that the teachers are sent to these conferences in a rational manner.
  - iii) The teachers under probation may be allowed to attend one conference etc. within India in a financial year during second year of their appointment.
  - iv) The recommendation of the Dean/ HOD of the Departments is obligatory for faculty members. The faculty members posted at places other than the parent department at campus/outstations will first submit the proposal to the parent Head of the Department



through proper channel to Honorable Vice- Chancellor of the Institute through Dean/ HOD of their Department.

- v) The lowest/early bird registration fee meant for members of the society for attending a conference etc\_ may be considered for approval.
- vi) In some conferences etc. there is a cut off date for the deposit of registration fee with early bird incentives,, the proposals will be processed accordingly. If sufficient number of participants has already been approved in such cases, then the cases received afterwards, will not be entertained.
- vii) The cases pertaining to a particular conference etc. as far as possible, be submitted in one lot, the cases received from Dean/ Department HOD will be processed only once and that too, two months in advance of the date of the conference etc. The cases for the same conference received afterwards will not be entertained except in exceptional circumstances.
- viii) If the number of participants from the Institute in a particular conference etc. is up to five or more, the case will be considered by the Honorable Vice-Chancellor at his level.
- ix) The prior permission of the competent authority is required to attend conference etc. in the field of specialization even by availing leave of the kind due without any financial liability on the Institute.
- x) Once the permission for participation is granted by the Vice-Chancellor, the present practice of re-submitting such cases for minor changes in terms of change of date/or venue of the conference, name of scheme for financial support etc. to the Vice-Chancellor unnecessarily adds to the paper work. Therefore, the Controlling Officers are authorized to take appropriate action for such minor changes for already approved cases.
- xi) Defaulters of any previous grant are not allowed to take part in any national or international conferences/ seminars/ workshop etc.
- xii) If the faculty member receives direct invitation from the organizers to participate he/she can attend the conference/seminar/workshop/symposium, etc. on his own expense after availing the duty leave. But the permission has to be taken from Honorable Vice-Chancellor through the concerned Dean/Department HOD.
- xiii) All the papers thus received will be referred to the five member central evaluation committee constituted by Hon'ble Vice-Chancellor who then after the scrutiny will recommend Honorable Vice-Chancellor to approve the paper to be sent for the conferences/seminars/workshops/symposiums, etc



2. Participation of teachers (Professors, Associate Professors & Assistant Professors) and other employees in National and International Conferences/Symposiums Workshops/Seminars /Congresses/Convention Training etc. to be held abroad with financial assistance.

### ELIGIBILITY FOR ASSISTANCE

1. Financial assistance is provided to all Professors, Associate Professors & Assistant Professors and other employees whose paper has been accepted for presentation in conferences/ seminars/ workshops organized by institutions abroad/India who have significant academic credibility. It is to be noted that Financial assistance is provided to only those Faculty member who have to present a paper or chair a session & have been officially invited and have permission granted by Honorable Vice- Chancellor to attend the same.
2. No DA will be paid. Registration, Airfare and train fare will be given. Faculty members will be granted academic leave only.
3. In case of attending International Professional Course/ conference by the applicant, he/she shall have to give an indemnity bond to serve this institution at least 3 years on return and in the event of default he/she shall have to reimburse the expenses incurred with interest @ 18% p.a..
4. To attend international conference, the applicant should have cleared his/her probation successfully.
5. Grants to Faculty would be considered only on the basis of submission of their full papers for presentation at international conferences at abroad/ India.
6. No faculty would be considered eligible, if he/she had received a grant under the scheme within the last three years.
7. Duty leave will be given from the to of prescribed 30 days only besides journey days.

### HOW TO APPLY

1. The application for financial assistance under the Scheme are required to be made in the prescribed form for Financial Assistance for participating in the International/National Conferences/Seminars/Workshops/Symposium Etc. as attached with these guidelines, along with all the following annexures and enclosures as required under the application form:-

Annexure I : Abstract of proposal for Participation in International Seminars/Conferences/Workshops Abroad and acceptance letter.

Annexure II : Full length Paper accepted for the Seminar/Conference/ Workshop

Annexure III: Format for forwarding of application through the HOD of the institution.

Annexure IV : Proforma for claiming re-imbursement of the expenditure incurred during visit abroad.

Annexure V(a): Utilization Certificate along with brief report

Annexure VI- Mandate Form



2. All applications have to be submitted in soft copy either through email or online application as the case may be and subsequently a hard copy of the application along with enclosure is also required to be sent, which must be duly forwarded on the prescribed format of the application form by the Dean/Head of the Department.
  3. Applications for financial assistance under the Scheme are entertained throughout the year. However, it is expected that the applications should be submitted at least three and half months before the due date of the International Conference.
  4. Incomplete applications and those not duly forwarded will not be entertained.
2. For participation in International and National Conference/ Symposium/Workshop/Seminars etc. to be held abroad, the following instructions issued will be operative and will change from time-to-time as per guidelines.

### CRITERIA FOR EVALUATION AND RECOMMENDATION

1. All completed applications will be evaluated by a Committee of Experts constituted by the Vice- Chancellor of the Institute.
2. The Committee members would base their recommendation on their evaluation of the quality of the papers, the nature of the peer review process instituted by the conference organizers, and the nature/quality of the international conference. Where conference organizers had conveyed acceptance of papers only on the basis of abstracts submitted, it is up to the Committee to assess the quality of the papers being submitted.
3. Besides, a conscious effort shall be made towards favourable consideration in sanctioning grants to women, minorities, physically handicapped and persons belonging to educationally backward districts, as declared by Government of India.
4. No candidate will be considered for award of grant under this scheme prior to the laps of at least 3 years after completing/ availing of previous grant under this scheme.
5. Defaulters of any previous grant of LNIPE under any scheme will not be eligible for consideration until obtaining the clearance of the relevant administrative division of the LNIPE.

### Procedure of award of travel grant

- Travel Grant will only be permitted after getting permission from Vice-Chancellor.
- The total financial grant for each sanction under this scheme will be laid under various approved expenditure heads
- Fifty per cent of the total sanctioned amount will be released as first installment to the institution/organisation forwarding the application of grant



- 4896/2701  
11/11
- 56
- (57)
- The remaining part of the grant shall be released as per the details of actual expenditure to be submitted along with relevant documents such as boarding passes, receipts, bills, vouchers etc.

## QUANTUM OF FINANCIAL ASSISTANCE

Scholars will be eligible for financial assistance on the availability of funds by equal distribution, if applicants is more than one for the visit under this scheme which include registration fee, air travel, visa fees, internal travel in India. However, scholars should be encouraged to apply for exemption of registration fee which may be available to scholars from developing countries.

## Obligations of the forwarding Department/Centre

1. The forwarding Department/Centre, has to provide, an undertaking to administer and manage the LNIPE grant, as per the terms and conditions of the grant as prescribed by LNIPE and provide logistic support for the execution of the grant under the format given in the application form.
2. The concerned Department/Centre should ensure that on return from the conference/ seminar, the scholar must submit a detailed report providing information on the dates of departure and arrival, contacts made with the scholars at the conference and the experience gained, etc.

## GENERAL CONDITIONS

1. The amount sanctioned towards travel within the country of visit, etc. will be released before commencement of the visit on submission of the ticket and an undertaking.
2. The expenditure on registration fee, airfare, visa fee, travel insurance, internal travel in India will be released on submission of the boarding pass, attendance certificate, statement of expenditure and a brief report on the Seminar/Conference/ Workshop.
3. It will be the employee's responsibility to make his/her travel arrangements i.e. ticket, visa, foreign exchange permit, etc. .
4. Applications for the second award will be entertained only after a gap of three years period.



LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR

MINUTES OF 48<sup>TH</sup> MEETING OF THE FINANCE COMMITTEE OF LNIPE HELD ON  
27<sup>TH</sup> APRIL, 2016 AT 11.30 A.M. IN CONFERENCE HALL OF  
THE SPORTS AUTHORITY OF INDIA, JAWAHARLAL NEHRU STADIUM,  
GATE NO. 10(EAST), LODHI ROAD, NEW DELHI

The meeting was attended by the following:-

1. Prof. Dilip Kumar Dureha, Chairman, Finance Committee and Vice Chancellor, LNIPE, Gwalior – In Chair
2. Ms. Kiran Soni Gupta, Additional Secretary & Financial Advisor, Ministry of Youth Affairs and Sports, Sports Authority of India, Jawaharlal Nehru Stadium, Lodhi Road, New Delhi.
3. Shri Rajbir Singh, Joint Secretary (Sports-Development), Ministry of Youth Affairs and Sports, Shastri Bhawan, New Delhi
4. Prof. Sabyasachi Mukherjee, Professor, LNIPE, Gwalior

Prof. Vivek Pandey, Registrar of the Institute also attended the meeting.

Firstly, Prof. Dilip Kumar Dureha, Chairman Finance Committee welcomed all the members and thanked them for sparing time from their busy schedule to attend the meeting.

Shri T.C.Goyal, I/c Finance Officer and Non-Member-Secretary (FC) with the permission of the Chair started further proceedings as under –

**ITEM NO. 1 CONFIRMATION OF THE MINUTES OF THE 47<sup>th</sup> FINANCE COMMITTEE MEETING HELD ON 15.01.2016**

Decision : The Finance Committee noted that there has been no observation on the circulated minutes of its 47<sup>th</sup> meeting held on 15.01.2016 at New Delhi. Accordingly, it was resolved to confirm the minutes, as circulated.

Contd...2

*Handwritten signature*