

From	Registrar, CHARUSAT University
To	All Deans & Principal of CHARUSAT University
Copy to	The Provost, CHARUSAT University
Subject	Financial Support to U.G, P.G students and Research Scholar for presenting Research paper in National / International Conference / Symposium
Ref. no.	CHA/ADM/FIN.SUPT/24-0384 & 0608 dated 26.02.24 & 03.04.24 respectively
Circular no.	CHA/ADM/FIN.SUPT_Amnd. /24-1789
Date	25 th November, 2024

The CHARUSAT university emphasis on all round development of its students & research scholar which can be accomplished by various means; including curriculum, skill building training & workshop, encouraging participation in various technical and non-technical activities etc. Apart from these, it is also necessary to promote the activities of research and innovation. Hence, to encourage students for participating to showcase their research activities and to streamline the process, a structured scheme is developed for further promotion of research and innovation. This will enable students & research scholar to attend conference / symposium at National and International level wherein financial support will be provided by the university.

The above scheme is framed to extend all levels of academic research activities for presenting research paper in National and International conference / symposium. The detail of the scheme with various criteria are mentioned as under;

❖ ELIGIBILITY CRITERIA

1. It is applicable to all the students pursuing full time UG, PG or Ph.D at the university from third semester onwards.
2. The UG / PG student must have cleared all the courses of study at first trial and should not have any backlog / FF grade and the Ph.D research scholar must have completed their coursework.
3. They should fulfil the minimum attendance criteria as prescribed by the university from time to time.
4. Student / research scholar involved in any in-disciplinary activities or any punitive action taken against applicant will not be considered for any benefit under this scheme.
5. Faculty member / Research Supervisor of any constituent institute of the CHARUSAT University has to be Co-author of the research paper.
6. There should not be any outstanding dues of fees by the applicants.

❖ APPLICATION PROCEDURE & SCRUTINY CRITERIA

- Written application through Faculty Co-author along with all supportive be submitted by the applicant to the Head / Principal of the respective institute.
- The application will be reviewed by the Institute Level Advisory Committee (IAC) within seven days of receipt of the application. The IAC will consist following members.
 1. Head / Principal of the concerned Institute - **Chairperson**
 2. One senior faculty member of the concern institute nominated by the Dean – **Member**
 3. One senior faculty member from other institute nominated by the Registrar – **Member**
 4. Dy. Registrar / Asst. Registrar of the concern institute – **Member Secretary**
- If called, the applicant needs to appear before the committee members for required clarifications.
- All the recommendation of IAC will be forwarded to the Dean of Faculty concern for consideration. In case of Ph.D scholar, the recommendation will further be forwarded to the Dean, Research for final approval.
- The decision will be intimated to the concern student / research scholar & faculty co-author within four working days of the IAC meeting.
- In case of any grievance against the decision of the IAC; the decision of Dean of concern faculty / Dean, Research will be considered as final and abiding.

❖ PATTERN OF FINANCIAL ASSISTANCE

1. For Participating in National Conference (Online / Offline)

- The research paper in Scopus / Web of Science indexed conference will only be considered for financial support.
- The conference / symposium should be organised within India.
- Maximum one physical participation in an academic year will be allowed to any student / research scholar.
- If the accepted paper is of multidisciplinary area having involvement of different field of student / research scholar, then participation of one student / research scholar from each discipline will only be allowed.
- In case of research paper is multi authored from similar discipline then only one author, preferably Principle author will be allowed to attend the conference.
- Application should be submitted at least prior to 20 days of the event.
- Financial assistance will be provided upto maximum limit of Rs. 15,000/- per student / research scholar.
- The financial support will be provided for registration fees, travel expenditure (including local conveyance) and lodging & boarding facility only.
- In case of online national conference; only registration fee subject to maximum specified limit or as may approved by the IAC will be reimbursed.
- In case of requirement of advance amount then the same needs to be specifically mention in the application.

2. For International Conference (Online / Offline)

- The applicant should have published at least one research paper in journal / conference of repute at national conference. However, in case of prominent opportunity, it can be reviewed by the authority of the university.
- The application should be submitted prior to six weeks of the event along with required supportive documents.
- Under this scheme, the financial support will be provided only once in an academic year to any student / research scholar.
- In entire academic year; financial assistance of maximum upto Rs. 1,00,000/- OR 50% of the total expenditure whichever is less will be considered.
- The financial assistance will be limited to conference registration fee, visa fees, air-travel expenditure, lodging & boarding facility and local travel only.
- In case of multidisciplinary / multi-authored research paper, criteria as defined in participation in national conference will be applicable.
- In case of online international conference; only registration fee subject to maximum specified limit or as may approved by the IAC will be reimbursed to the student.
- Students should try to get the financial assistance from the statutory financing bodies like CSIR, DST, INSA, UGC, AICTE etc. to meet the total expenditure.
- The travel expenditure should be for the economic class and preferably for the shortest route. If required, student can opt for travel agencies approved by the university to ensure compliance with travel policies.
- In case of requirement of advance amount, the same shall be considered subject to limiting to the registration & visa fees OR maximum upto Rs. 25,000/- whichever is less. However, the same is subject to approval of the IAC and Dean of the concern institute / research.
- In case of International Conference organised in India, then the pattern of financial assistance will be inline of participation in National Conference (online / offline) i.e upto maximum limit of Rs. 15,000/- per student. (*Refer addendum no. CHA/ADM/FIN.SUPT/24-0608 dated 03.04.2024*)

❖ **ACADEMIC SUPPORT AND LEAVE CONSIDERATION**

- The student / research scholar participating in such event will be considered on academic leave for the duration as considered by the IAC.
- Maximum 10 days of academic leave in a semester will be allowed.
- Such student / research scholar will be given flexibility in submission of assignment, laboratory work etc. or any continuous evaluation examination schedule by the institute. However, such relaxation needs to be approved by the Head / Principal of the concerned institute.
- In no case, the Semester End Examination (SEE) or Supplementary Examination (SE) will be rescheduled by the university **OR** no such application / request will be entertained by the university. Attending such conference / symposium needs to be judiciously decided by the student / research scholar keeping in mind the academic requirement.

❖ REIMBURSEMENT OF EXPENDITURE

- All the reimbursement / advance settlement claim with detail summary of the expenditure along with proof for payments needs to be submitted to the Faculty Co-author within a week of completion of event / resuming the institute / university.
- The student / research scholar and faculty co-author needs to submit participation report to the Head / Principal of the institute within 15 days of completion of the event.
- Outside India tour needs to be plan well in advance to take advantage of cost-effective options and to ensure availability.

❖ OTHER CLAUSE

- Benefits under the said scheme is subject to scrutiny for eligibility and approval of competent authority of the university and it can't be claimed as matter of right.
- Only 2% of the total strength of the U.G / P.G student of the concern institute will be considered for the financial support i.e National & International level both.
- The concern institute needs to submit the budgetary provision of such expenditure while submitting the annual budget requirement to the university.
- If financial assistance received from any external agency, then the same needs to be intimated to the university. In such case, the financial assistance will be adjusted / approved accordingly.
- In case of not attending the conference / symposium by the applicant then the received advance amount needs to be refunded to the university by the recipient immediately.
- False claim of expenditure, submission of misleading information, not attending the proposed event fully / partially without justified reasons will invite suitable disciplinary action or major / minor penalties against the applicant.
- The university reserves the right to amend / alter/ change or modify the policy from time to time.
- The student / research scholar & faculty co-author needs to acknowledge the financial support provided by the university in their publication or wherever feasible.

Apart from all above, the outstanding researcher should be encouraged by felicitating them in the annual day of the institute, highlighting the achievement of students & research scholar on the website, university newsletter or any suitable recognition by the institute / university.



Dr. Atul Patel
Registrar