



## NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHUBANESWAR

No. NISER/Dir/00/2015/80

June 08, 2016

### OFFICE MEMORANDUM

**Sub: Guidelines for attending National/International Conference/Seminar/Workshops etc. from NISER fund.**

The following guidelines will govern the scheme facilitating the visit of the regular faculty members of NISER for attending conference from NISER fund from 1<sup>st</sup> July 2016.

**Eligibility:**

Only a regular faculty member is eligible to avail this facility

**Purpose:**

Faculty members could use the fund for the following purpose:

- Present research work at a conference/workshop/symposium etc. Official invitation letter from the host clearly mentioning the purpose of visit, duration of visit and monetary support should be clearly mentioned.

**Period of Financial support:**

The faculty members are entitled to get financial support of Rs 4.5 lakh for a block of three financial year starting from April 2014. Hence the block year may be as 2014-2017(April 2014 to March 2017), 2017-2020 (April 2017 to March 2020) and so on.

If a faculty member joins the institute in the middle of a block year then he will be allowed to use the fund proportionately in the block year.

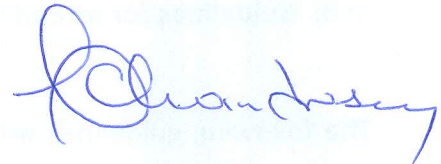
**Inclusion of cost:**

Financial support under this scheme would cover, fully or partly, the Registration Fee, visa fee, economy class air travel, cost towards lodging and boarding, fixed per day allowance to cover incidental cost, travel support for visa interview etc. Standard Government rules for such cases will be applied. All these are subject to availability of funds.

**Other guidelines:**

1. The scheme is only for the regular faculty members of the NISER and these cannot be claimed as a matter of right.
2. The financial support will be provided subject to availability of fund for this program at this institute.
3. The financial support will not cover the part of expenses which are given by the organisers.

4. Poster presentation will be discouraged
5. It is expected that the targeted conference must be of high standards, and the research paper/s by the applicant faculty must be of good quality.
6. The Director, NISER shall have the right to alter/reject any of the above issues at any point of time.



**DIRECTOR**

Copy to:

1. Chairperson of Schools
2. All Faculty members
3. Faculty Affairs Section
4. Finance & Accounts Section