



## **POLICY OF THE COLLEGE TO PROVIDE FINANCIAL SUPPORT TO TEACHING STAFF FOR ATTENDING ACADEMIC PROGRAMMES AND RESEARCH INITIATIVES**

### **Preamble**

Zakir Husain Delhi College (ZHDC) College endeavours for academic excellence and encourages research and innovation through its well-maintained research laboratories with modern equipments and thematic research study groups as well as financial assistance provided to the faculty members in the form travel grants and seminar support and publication grants. The college has a dedicated and expert faculty with diverse research interests, actively involved in publishing and curriculum development. The faculty believes in work ethics and commitment to quality education. The credentials of the faculty show a remarkable collection of talent, with a large number of them having earned a Ph.D. from some of the finest institutions of higher learning and many of them who have successfully guided Ph.D students and interns.

### **Scope:**

To facilitate the teaching staff to attend academic programmes and research initiatives such as Conferences/Workshops/Refresher Courses/ Orientation Courses/Faculty Development Programmes, etc. The financial policy is open and applicable for all fulltime faculty members of the college.

### **Objectives:**

- To encourage and support its teaching staff for academic growth and career advancement.
- To support faculty members in attending international/national workshops/conferences/seminars.
- To encourage teaching staff for enhancing academic credentials by getting engaged in quality research.
- To motivate the faculty in delivering invited lectures as resource persons.

**Policy:**

- ZHDC follows the UGC guidelines of Travel Grants Scheme for College Teachers.
- ZHDC supports its permanent faculty to attend Conferences/Workshops/Refresher Courses/ Orientation Courses/Faculty Development Programmes, etc by providing them a reimbursement of the registration fees, subject to approval by the Principal.
- ZHDC also motivates its teaching fraternity to organise Conferences and Workshops in its own campus. Teachers of the College attending such Conferences/Seminars can apply for exemption of the registration fees to attend such events.

**Rules for availing financial assistance**

- Faculty members shall be permitted to attend sponsored professional development programmes on duty leave.
- Faculty members interested in research need to avail the grants/fellowships offered by college, strictly adhering to the guidelines.
- Faculty members interested in attending national and international workshops/conferences/seminars shall inform the college through an official communication and also apply for leave in advance. Also, a duly filled request should be submitted requesting for financial assistance.
- All the requisite forms related to the financial assistance would be available on the website and include the timelines.
- The IQAC also needs to be constantly updated regarding any research accomplishment of the faculty members of the college.
- Information about International/National Workshops, Conferences should be widely circulated and disclosed to the interested faculty members of the College.

*NSingh*  
**Principal**

# ZAKIR HUSAIN DELHI COLLEGE

(UNIVERSITY OF DELHI)

Jawaharlal Nehru Marg, New Delhi - 110002  
Tel.: 011-23232218, 23232219, 23233420, Fax : 011-23215906  
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# ज़ाकिर हुसैन दिल्ली कॉलेज

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## Guidelines for financial assistance to faculty members for attending Conference/Symposium/Seminar

1. The scheme is open to all permanent teachers of the college of Zakir Husain Delhi College, University of Delhi.
2. The application shall be submitted at least two weeks in advance of the date of the conference/seminar.
3. The applicant shall have to produce documentary evidence that Abstract of his/her research Paper has been accepted for presentation/talk based on his/her research work of the last two years from the date of the application.
4. The registration amount and/or travel fare shall be reimbursed (full/partial) after the applicant submits a report on the conference within one month of return from the conference.
5. The form must be supported by Invitation/Acceptance letter, Abstract, Proof of travel fare, Full paper and CV

The application shall be received by the Principal's Office, Zakir Husain Delhi College, Jawaharlal Nehru Marg, Delhi-110002

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## APPLICATION FORM FOR RESEARCH GRANT TO COLLEGE TEACHERS

1. Name..... Designation.....

2. Department .....

3. Name of the Conference

Title of the paper

Dates, Venue, address

Organizer

4. Have you availed financial support from the University/UGC/DST etc. in the last 3 years? Please mention the funding agency, conference details and funds received. Any part funding received from any other agency?

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5. Are you getting any support for accommodation/registration from organizing committee of the conference? Give details.

6. Participation in the conference:

Chair

Keynote address

Talk

Paper Presentation

Poster session.

Tick the relevant one. Please attach the invitation letter.

7. Approximate travel fare (Air Fare/3A/2A Class – as per eligibility and by Shortest Route in Indian Currency) Attach details.

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8. Do you require Registration fee? If so, mention the amount (in Indian Currency)

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9. Relevance to the subject area of the Study:

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10. Necessary Enclosures:

- a. Invitation/Acceptance letter
- b. Abstract
- c. Proof of fare
- d. Full paper
- e. CV

I certify that the work is original & not presented or published elsewhere.

**Name and Signature of the Applicant**

**Residential address:**

**Email:**

**Mobile no:**