

**PROFESSOR JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY  
ADMN. OFFICE, RAJENDRANAGAR, HYDERABAD**

**GUIDELINES FOR FOREIGN VISITS**

**CATEGORIES OF VISITS**

1. Study visits
2. Long term training programmes (6 months and more)
3. Short term training programmes (Less than 6 months)
4. Consultancy
5. Delegation Visits
6. Invitation Visits
7. Exchange Programmes
8. Visits under Projects
9. Visits for Conferences / Seminars/ Symposia / Workshops

**GUIDELINES**

1	An applicant must possess not less than five years of service prior to applying for a visit.
2	The number of faculty to be permitted for visits abroad will be decided by the University with reference to the provision made by the University in the Budget for each financial year and the assistance available from ICAR, on the principle of first come first served basis.
3	Financial assistance towards Air Travel, Accommodation, Registration Fee, Visa, Insurance Charges, Per diem Charges etc. will be provided based on the availability of budget and only if programme is beneficial to University.
4	Permission will be given <b>only for oral presentation</b> of research papers at Conferences / Seminars/ Symposia / Workshops and <b>not for poster presentations</b> .
5	In case, of multiple authors of an oral presentation, permission will be given <b>only to the first author of the presentation</b> . However, a no objection certificate will have to be obtained from all the authors involved in the presentation by the first author.
6	Applicants while applying online for participating in the Conferences / Seminars/ Symposia / Workshops etc., should submit a hard copy of the abstract/research paper/presentation for the kind perusal of Deans / Directors under whom they are working prior to grant of permission for online submission.
7	The respective heads of the sections / stations shall duly attest the authenticity of the information provided in the presentation and make necessary recommendation in writing.
8	Applicants while applying online for participating in the international Conferences / Seminars / Symposia/Workshops etc., must submit the same to the concerned Deans / Directors for forwarding and only then will their case be considered for final grant of permission later.
9	Preference will be given to applicants who obtain 50% funds from external agencies or secure waiver of registration fee and other charges for participation.
10	In those cases of participation, where travel and other costs are funded entirely by external agencies (i.e. other than ICAR), their cases will be considered on individual basis.

11	For Long Term training programmes, the upper age limit shall be 50 years and for Short term training programmes, 55 years at the time of commencement of programme. However, in case where foreign Government/Institution prescribes a different upper age limit for a training programme, the same will prevail.
12	For study tours/ Conferences / Seminars/ Symposia / Workshops, which are of less than 15 days duration, the upper age limit of 55 years will not apply.
13	An applicant having participated in a training programme abroad of 15 days to one month duration will be required to complete a 'cooling off' period of two years before they can be considered again for a foreign training.
14	An applicant having participated in a training programme abroad of more than one month duration and up to six months will be required to complete a 'cooling off' period of three years before they can be considered again for a foreign training.
15	An applicant having participated in a training programme abroad of duration of more than six months will be required to complete a 'cooling off' period of five years before they can be considered again for a foreign training.
16	Only one long-term training programme can be availed during the service career.
17	The 'cooling off' condition will not apply for training programmes whose duration is less than 15 days.
18	Training related to projects/official visits abroad, irrespective of duration, are exempted from the provision of 'cooling off' period.
19	The deputation proposal should be submitted in the enclosed format as the case may be along with necessary enclosures well in advance to the University through proper channel.
20	The deputation report is to be submitted within the prescribed time of 30 days.
21	The individual has to send tour reports along with relevant literature of the Conferences / Seminars/ Symposia / Workshops as a hard to the University and make a Power Point Presentation to the staff in the Dept. / Station within 30 days of their return.
22	Proper monitoring and follow-up of these reports should be done by concerned Deans / Directors to ascertain the impact of the visit and also monitor the action taken by the individual on the recommendations/suggestions of the University.
23	If the assessment on return of the foreign deputation is not satisfactory, the teacher will not be considered for further foreign deputation including conferences / symposia / workshops / conventions / trainings.
24	It shall be open to the University to permit an applicant to participate in Conferences / Seminars/ Symposia / Workshops etc., or to decide otherwise as deemed fit.
25	In case of projects, which are funded by external agencies, the Principal Investigators and Co-Principal Investigators will be permitted only two visits abroad related to the project in a financial year.
26	The permission to an applicant to present oral papers in international conferences will be restricted only once in two years <i>irrespective of source of funds (University/project/personal/others)</i> .
27	When the presentation of paper is related to the subject / field in which the applicant is working, only then will it be considered for approval and the Head of Station / College / ADR / AD must justify to that effect while recommending and forwarding the applications.
28	ADR / AD must thoroughly scrutinize the applications prior to recommending & forwarding the applications to the University.
29	<b>Incomplete applications and those not adhering to the guidelines will be summarily rejected.</b>

**APPLICATION FOR PARTICIPATION IN TRAINING PROGRAMME / CONFERENCE / WORKSHOP/ SEMINAR ETC.**

**Part – A  
GENERAL INFORMATION**

<b>S. No.</b>	<b>Particulars</b>			
1	Name of the Applicant	:		<b>Affix a Photograph</b>
2	Designation	:		
3	Date of Birth	:		
4	Present post held	:		
5	Date from which above post is held	:		
6	Date of joining the University	:		
7	Name of the College/Research Station / Extension Unit presently working	:		
8	Highest educational qualification	:		
9	Field of specialization	:		
10	Current area of operation (name the project/projects)	:		
11	Category to which the applicant belongs	:	SC / ST / OBC / Gen.	
12	Do you possess a valid passport	:	Yes / No	
13	Whether the applicant is free from vigilance/disciplinary action	:	Yes / No	
14	Major R & D publications during the last five years	:	Enlist as annexure	
15	Whether all the documents referred in the application have been annexed	:	Yes / No	
16	Contact Number & E-mail ID of the applicant	:		

**Part – B**  
**DETAILS ABOUT TRAINING PROGRAMME / CONFERENCE / WORKSHOP/ SEMINAR ETC.**

<b>S. No.</b>	<b>Particulars</b>		
1	Title of the Programme /Conference / Workshop/ Seminar etc.	:	
2	Period of the Programme /Conference / Workshop/ Seminar etc.	:	
3	Venue of the Programme /Conference / Workshop/ Seminar etc.	:	
4	Nature of presentation	:	Oral /Poster etc.
5	Relevance of the programme to the University's thrust area and the benefit which is likely to accrue through the experience gained in the programme	:	Enclose as annexure
6	Whether any financial assistance is provided by the organizers? If yes, provide details	:	
7	Has a copy of the invitation from the host institute been enclosed		Yes / No
8	Any other additional visit/visits planned in conjunction with/continuation of the present visit (If yes, provide details)	:	Yes / No
9	Expected date of departure from India	:	
10	Expected date of return to India	:	
11	In case of multiple authors whether no objection certificate from them has been attached.	:	Yes / No

12	Details of foreign visits undertaken by the applicant since joining in the University (use additional sheet, if necessary)	Country visited	Period		Purpose	
			From	To		

**Part – C**  
**Details of Funding Requirement**

S. No.	Particulars	Amount (Rs.)
1	To & Fro Air Fare	
2	Registration fee	
3	Accommodation	
4	Per Diem (DA)	<b>See Annexure for rates</b>
5	Visa Fees	
6	Insurance Charges	
	<b>Total</b>	

**CERTIFICATE**

Certified that the information furnished in the application is true to the best of my knowledge.

**Date:**

**Signature of applicant**

**Endt. No.**

**Signature of the Head of the Department / Research Station / Extension Unit**

**Recommendation of the Dean / Director**

**Signature**

