

ANNEXURE –I

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY ADMN. CAMP OFFICE, GUNTUR

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 minimum five years of completed active service in the University to be eligible for any foreign 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 (to and fro to the conference venue only), Registration Fee, Visa, Insurance Charges, Per diem Charges for the visit/programme duration excluding journey period) will be provided based on the availability of budget and only if Programme is beneficial to University. Per diem charges include boarding and lodging costs. No additional costs will be provided.
4	Permission will be given <u>only for oral presentation</u> of lead/research papers at Conferences / Seminars/ Symposia / Workshops and <u>not for poster presentations</u> .
5	In case, of multiple authors of an oral presentation, permission will be given <u>only to one of the authors of the paper</u> , provided a no objection certificate is given by all the authors.
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 to the concerned Deans / Directors under whom they are working for prior permission for online submission. Prior permission even for online submission is mandatory.
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	<u>Preference</u> will be given to applicants <u>who obtain 50% funds</u> from external agencies (not from private sectors) or secure waiver of registration fee and other charges for participation.
9	In those cases of participation, where travel and other costs are <u>funded entirely by external agencies (in PPP mode)</u> , their cases will be considered on individual basis.
10	For Long Term training programmes, the upper age limit shall be <u>55 years</u> and for Short term training programmes, <u>57 years</u> 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.

11	For study tours/ Conferences / Seminars/ Symposia / Workshops, which are of <u>less than 15 days duration</u> , the upper age limit will not apply.
12	An applicant having participated in a training programme abroad of <u>15 days to one month duration</u> will be required to complete a 'cooling off' period of <u>two years</u> before they can be considered again for a foreign training.
13	An applicant having participated in a training programme abroad of <u>more than one month duration</u> and up to six months will be required to complete a 'cooling off' period of <u>three years</u> before they can be considered again for a foreign training.
14	An applicant having participated in a training programme abroad of duration of <u>more than six months</u> will be required to complete a 'cooling off' period of <u>five years</u> before they can be considered again for a foreign training.
15	<u>Only one long-term training programme</u> can be availed during the <u>service career</u> .
16	An applicant having participated in a training programme / Conferences / Seminars/ Symposia / Workshops of duration of <u>less than 15 days</u> will be required to complete a ' <u>cooling off</u> ' period of <u>one year</u> before they can be considered again for a another foreign programme/visit.
17	Training /official visits abroad related to on <u>going projects</u> in the University, irrespective of duration, <u>are exempted</u> from the provision of 'cooling off' period.
18	The deputation <u>proposal</u> should be submitted in the enclosed format as the case may be along with necessary enclosures <u>well in advance</u> to the University through proper channel.
19	The deputation report is to be submitted within the prescribed <u>time of 30 days</u> .
20	The individual has to send tour reports along with relevant literature of the Conferences / Seminars/ Symposia / Workshops as a hard copy to the University and make a Power Point Presentation to the staff in the Dept. / Station within 30 days of their return.
21	Proper monitoring and follow-up of these reports should be done by <u>concerned Deans / Directors with a copy to Director of International Programmes</u> , to ascertain the impact of the visit and also monitor the action taken by the individual on the recommendations/suggestions of the University.
22	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.
23	Incomplete applications and those not adhering to the guidelines will be summarily rejected.
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	If sufficient representation from certain categories like SC/ST and women and other weaker sections is not there in any year preference will be given to candidates from these categories and necessary budget will be provided.
26	Creditability of the host institute will be evaluated by the Director (IP) and the Dean/Director concerned