

(ANNEXURE / 2019/MAR/6)



THE ASSAM

ROYAL GLOBAL UNIVERSITY

**Policy for providing financial assistance/ sponsoring some of the expenses incurred by the students for participation in inter-university/ zonal\*/ national/ international level academics/ co-curricular/ sports events, where student is representing the University/ State/ Country**

To promote student participation in inter-university/zonal\*/national/international level academics/co-curricular/sports events, where student is representing the University/ State/ Country, the University proposes sponsoring some of the expenses which are borne by the students during these events. The detailed policy is as follows -

**A. Students' Expenses, to be borne by the University for inter-University/Zonal\*/National level events, representing University/State -**

- 100% registration fee (upto a maximum of Rs.500/- per day subject to a maximum of Rs. 1000/-). In case, the registration fee also includes accommodation charges, 50% of the total amount (registration plus accommodation) shall be borne by the University, upto a maximum limit of Rs. 2000/- or actuals, whichever is lower.
- 100% of the travel expenses (after 50% student discount for sleeper class, in case of railways) and up to a maximum limit of Rs. 2000/- to and fro to destination (or as per actuals, whichever is lower) for any other mode of transport.
- 50% of the accommodation charges (in case free accommodation is not provided), subject to a maximum of Rs. 300/- day or actuals, which is lower upto a maximum amount of Rs. 1500/-
- No incidental expenses/ food charges/local conveyance

**B. General terms & conditions for students participating in events at inter-University/zonal\*/national levels, representing University/State -**

- i. Students can be sponsored by the university maximum twice in a year.
- ii. In case of consecutive wins (winner or 1<sup>st</sup> position /runners-up or 2<sup>nd</sup> position) in the last two events sponsored by the University, sponsorship can be extended to a maximum of thrice in a year.
- iii. In case of a student's participation is in more than one discipline of sports, he/she can be sponsored only for two independent events (in total) at either zonal\*/national level representing state/University.
- iv. A relaxation of maximum 15% in minimum attendance (i.e. 75% attendance as per UGC) can be allowed for participating in zonal\*/national level events. Under any circumstances, the student will have to maintain a minimum attendance of 60% in each subject to qualify for the semester end examinations.

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*Boya 2/4/19*

*Approved 2/4/19*

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*[Signature]*

- v. Students representing University (RGU) in inter-university tournaments/events will get 'Duty Leave' for the said period.
- vi. Students will be eligible to apply for the sponsorship only if they have cleared all papers in all the previous semesters, preceding to applying for the sponsorship.

C. Students' Expenses, to be borne by the University for International level events, representing University/Country -

- A maximum amount of Rs. 7000/- or actuals, whichever is lower
- No incidental expenses/ food charges/local conveyance etc.

D. General terms & conditions for students participating in events at international level, representing University/Country -

- i. Students can be sponsored by the university maximum once in a year.
- ii. In case, students are declared winner/runners-up or held 1<sup>st</sup>/ 2<sup>nd</sup> position in the last event sponsored by the University, sponsorship can be extended to a maximum of twice in a year.
- iii. In case of a student's participation in more than one discipline of sports, he/she can be sponsored only for one independent event (in total) at either international level representing University/Country.
- iv. A relaxation of maximum 15% in minimum attendance (i.e. 75% attendance as per UGC) can be allowed for participation. Under any circumstances, the student will have to maintain a minimum attendance of 60% in each subject to qualify for the semester end examinations.
- v. Students will be eligible to apply for the sponsorship only if they have cleared all papers in all the previous semesters, preceding to applying for the sponsorship.

E. Expenses for faculty/staff, accompanying the sponsored RGU students, to be borne by the University -

- travel expenses of 3-tier AC in case of rail journey & 2-tier AC fare in exceptional circumstances, when tickets are not available in 3<sup>rd</sup> AC or faculty/staff is travelling by air.
- accommodation charges, as per University norms (in case free accommodation is not provided)
- Incidental expenses/ food charges/local conveyance, as applicable (as per DA rules of the University)

F. Process to apply - students eligible for this sponsorship and interested in applying for the same should submit an application with all relevant self-attested documents to the Sports Committee for sports events/to Academics section for other academic/co-curricular events. The sports committee/academic section shall put up cases for approval of Registrar and Hon'ble Vice-Chancellor, after getting it forwarded by concerned HoD/Coordinator/HoS, along with status of their attendance and results of previous years.

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*Basu*  
2/4/19

*Approval*  
2/4/19

*M. L. Saha*  
2/4/19

*[Signature]*



The final approval letter along with any other document shall be issued by Registrar/ Dy. Registrar/Asstt. Registrar of the University, through academics section only, with a copy to concerned HoD/Coordinator/HoS. No approval shall be granted during Semester-End Examinations.

- G. Process of applying for re-imbusement - The above sponsorship (granted/approved in advance/prior to events) is available by re-imbusement on submission of item-wise statement of expenses duly supported by bills/vouchers/receipts/tickets with boarding passes (if any) in original and a report on the event attended. Where a financial receipt is not available, like local conveyance (for faculty members only), a declaration by the concerned faculty giving relevant & logical details is necessary.

Note:

- i. The above rules are criteria for eligibility and do not constitute a claim for sponsorship to any student of the University. The University Authorities/Officers reserves the right to award this sponsorship, subject to availability of Sports budget. The decision of University Authorities/Officers in this regard shall be final.
- ii. The above policy is not applicable if students have allocated departmental/school fund for attending different events organized by National Association for Students of Architecture (NASA) etc.
- iii. Further relaxation in extra-ordinary circumstances may be given to student/s, representing Country in Inter-National tournaments for attending National camps and participating in events, subject to approval from Registrar and Hon'ble Vice-Chancellor of the University.
- iv. In case of Group/team events, the amount of sponsorship will be equal to the individual sponsorship amount multiplied by number of participants
- v. A corpus fund of Rs. 5 Lac shall be created with immediate effect for such sponsorships.

\* Zonal means North/South/East/West/Central or any other zone region where maximum of 4 states of India form a zone/region.

Mausa  
28/1/19

Boos  
2/4/19

Approved  
2/4/19

Abhejane  
2/4/19

