

NATIONAL INSTITUTE OF AYURVEDA
Deemed to be University
Dean (Ph.D.) Office

Sr.No.F1/2022/NIADU/1487-95


Date : 04/11/25

OFFICE ORDER

It is notified as per the directions in pursuance of the recommendations made by the 11th meeting of the Academic Council vide Agenda Item No. AC 11.18 dated 30.09.2025.


The academic council reviewed and approved the finalized guidelines for participation of Doctoral (Ph.D.) scholars in Conferences, Seminars and Academic Tours as recommended by the duly Constituted committee.

This will be applicable from the Ph.D. Batch 2025-26 onwards.
Attachment here.


Dean (Ph.D.)

Copy to:-

1. Vice Chancellor
2. Registrar I/C
3. All HOD
4. All Deans
5. Controller of Exams
6. Joint Director
7. Deputy Director
8. Academic Section
9. Notice Board


Dean (Ph.D.)

**Guidelines for participation of Doctoral (Ph.D.) scholars in Conferences,
Seminars and Academic Tours**

1. **Incentives to Research Scholars:** TA, DA and Registration fees of ₹ 3,000 maximum twice a year (i.e. total ₹ 6,000 per year) for each scholar for 2 seminars/conferences/workshop will be provided by the Institute during the Ph.D. tenure as per prevailing rules of the Institute. Scholar shall have to produce documentary evidence of such participation failing which scholar shall be deemed absent. Such leave shall not exceed Fifteen (15) days in a year. However, the Vice Chancellor shall have power to extend this leave beyond this duration maximum by Fifteen (15) days in special case.
2. **Guidelines for approval of participation & Reimbursement:**
 - ❖ **Eligibility:** Criteria for scholar eligibility based on academic standing and research progress.
 - ❖ **Application Procedure:** A step-by-step process for submitting an application, including a list of required documents (e.g. event invitation, paper abstract, detailed budget).
 - ❖ **Approval Hierarchy:** The established chain of command for reviewing and approving applications, from the supervisor to the academic council.
 - ❖ **Financial Support:** Clear rules on the types of expenses eligible for reimbursement (registration, travel, accommodation) and the maximum limits.
 - ❖ **Post-Event Reporting:** Requirements for scholars to submit a formal report and all original receipts within a specific timeframe after returning.

Acceptance and approval:-Prior Permission will be required for participation in any activity. As per current regulations prior approval must be obtained from the Dean of Fellowships (Ph.D.) Studies through the Head of Department for attending Academic Seminars/Conferences/Workshops/ organized by the institute 10 days in advance.

Participations in Seminars/conferences/Workshops: Ph.D. Scholars may participate in a maximum of three academic seminars/conferences/Workshops/organized within Rajasthan and three outside Rajasthan during their three-year study period. They may attend two seminars per academic year, one for an intra-state institution and one for an out-of-state institution. Reimbursement is paid for only two seminars during the academic year and a total of six during the study period, with attendance considered on duty. If a scholar participates in more than two seminars, they will not be compensated for those seminars.

Leave Provision: If a fellow is on duty for a seminar, under special circumstances, he or she may simultaneously utilize his or her Casual leave.

Participation Limit: No more than 50 percent of the Fellows of the Department shall be present/ participating in any academic Seminars/Conferences/Workshop at the same time. The remaining Fellows shall maintain continuity of study and regular academic activities in the Department.

Admission Procedure: The Head of Department will grant permission to fellows to participate in Seminars relevant to their discipline. Priority will be considered in granting permission.

Financial Provisions: Provisions Approval will be granted only for Seminars/Conferences/Workshops for which scholars are selected for oral presentations or poster presentations. Registration fees, travel allowances and other estimated expenses will be payable as per the institute's approved policy. Expenses for attending Seminars/Workshops/ will not be reimbursed without prior approval.

Subject-Specific Panel Recommendation: If the Seminar/workshop is based on a specific discipline (e.g., pharmacology, surgery, chemistry etc.), the relevant Head of Department will select fellows based on a subject-specific panel recommendation.

Certification and Report: An abstract (Abstract+ Summary) of the submitted oral/ poster research paper will be preserved in the departmental records.