



GRANT CELL

APPLICATION FOR GETTING FINANCIAL ASSISTANCE FOR PRESENTING PAPER AT INTERNATIONAL ACADEMIC CONFERENCE / SEMINAR / SYMPOSIA UNDER U.G.C. UNASSIGNED TRAVEL GRANT SCHEME.

A. BIO-DATA

01. Name :
- Date of birth :
- Age :
02. Designation :
03. Name of the Department :
04. Field of Specialization :
05. List of publication :
(attach separate sheets)
06. Whether a member of National/ International professionals bodies. :
07. If YES, specify the name of the body :
08. Date of appointment to the present post. :
09. Date of confirmation in the substantive post. :
10. Date of superannuation :
11. Basic pay :

B. CONFERENCE DETAILS

12. Name/title of the conference to be attended. :
13. Brief details of organizers with complete address. :
14. Name of the town where the conference will be held. :
15. Duration of the conference :
(Date & month) :
16. The role of the applicant in the Conference/Symposium. :
 - (a) Presiding/chairing a session :
(If YES, attach documentary evidence)
 - (b) Delivering a plenary lecture/invited talk :
(attach documentary evidence alongwith a copy of the text of the lecture/talk)

- (c) Presenting a paper :
(please attach full paper)
- (d) Title of the paper :
17. Whether the paper has been accepted for presentation ? (attach documentary evidence and a copy of the full paper to be presented in the conference) :
18. Indicate the mode of presentation indicate oral/poster/both. (attach documentary evidence) :
19. Indicate whether the paper has been co-authored. In case it is co-authored give names of the authors along with their addresses. :
20. Whether "no objection" certificate (s) from the co-author (s) have been obtained. : YES / NO
21. Indicate the complete travel plan from the proposed date & time of departure from the place of working to the conference and back. :
22. Do the conference authorities send the paper for review before accepting it? If YES, attach the documentary evidence and also the criteria followed by them, if any. :
23. Assistance required from Unassigned Grant. :

SR. No.	Particulars	AMOUNT
01.	Fare by train/bus to travel within India to reach the nearest airport & back	
02.	Airfare (both ways)[by economy class or excursion ticket not exceeding Air India fare]	
03.	Airport tax	
04.	Registration fee [attach documentary evidence]	
05.	Maintenance allowance required (indicate the number of days and the rate)	
Grand Total Rs.....		

***** Please attach supporting documents for airfare, air port tax from Air India & conversion rate from S.B.I.**

24. Has the applicant approached the organizers / any other agency to :
- [a] Waive registration fee ?
- [b] Support air travel ?
- [c] Get the maintenance allowance ?
- [d] Support for boarding and lodging ?
- [e] Any other ? (specify)

25. If YES, to any one of the above items :
Indicate the latest position and the Amount likely to be made available.
26. Indicate the agency / institution to whom :
applied for meeting the remaining [50%]
cost involved in attending the conference.
27. Has the applicant availed the financial assistance from Unassigned Grant for
attending seminar/conference/symposium etc. in the last 06 months prior to the date
of the present conference ?

NAME OF THE CONFERENCE ATTENDED	PLACE & DATES OF CONFERENCE	FINANCIAL ASSISTANCE AVAILED (IN RS.)	UNIVERSITY SANCTION LETTER NO. WITH DATE

28. Any other information the applicant :
would like to give in support of the case

I certify that

- (a) The details given above are correct.
- (b) If the information supplied is found to be incorrect at a later date, I shall reimburse the entire money to the University.
- (c) The money received will be used for the purpose for which it is requested.
- (d) In case financial assistance is received from the organization or any other agency, I shall pay back the amount granted by the University.
- (e) I shall abide by the rules & regulations of the University and U.G.C.

Place :

Date :

(Signature of the applicant)

RECOMMENDATIONS OF THE HEAD OF THE DEPARTMENT

- Note:-**(A) The application will be processed only if
- (i) all the columns of this application form are filled.
 - (ii) necessary enclosures are attached.
 - (iii) full text of paper is enclosed.
- (B) The application must reach the University office at least **60 days** before the commencement of the Conference/ Seminars/Symposia.
- (C) In support of estimated expenditure please enclose relevant papers. The estimates submitted for air fare should be under excursion category by the cheapest available air ticket **(in any case not exceeding Air India fare.)** Please attach a certified copy of Air fare by excursion economy class from AIR INDIA office and air port tax to destination.
- (D) Please enclose conference circular and brief details of the organizers to decide the standing / reputation of the organizer.
- (E) Please attach a certificate for Dollar to Rupee conversion.



**PROFORMA FOR CLAIMING RE-IMBURSEMENT OF THE
EXPENDITURE INCURRED UNDER THE TRAVEL GRANT SCHEME TO
ATTEND CONFERENCE ABROAD FROM
U.G.C.'S UNASSIGNED GRANT**

1. NAME :
2. NO. & DATE OF UNIVERSITIES APPROVAL LETTER :
3. NAME & PLACE OF CONFERENCE ATTENDED :
4. DURATION OF THE CONFERENCE ATTENDED :
5. DURATION OF THE STAY ABROAD :
6. DETAIL'S OF ACTUAL EXPENDITURE INCURRED :

**I. AC-II SLEEPER/FIRST CLASS RAIL FARE OR ACTUAL BUS FARE WITHIN INDIA
(FROM PLACE OF DUTY TO NEAREST AIRPORT AND BACK) :**

II.

SR. NO.	AIR FARE [BY ECONOMY CLASS OR EXCURSION TICKET] (ORIGINAL TO BE ATTACHED)	TOTAL FARE	DISCOUNT GIVEN BY THE TRAVEL AGENT	NET PAYABLE
01.				
GRAND TOTAL RUPEES.....				

**III. FARE FROM AIRPORT (ABROAD)
UP TO THE VENUE OF THE CONF. &
BACK (ORIGINAL TO BE ATTACHED) :**

IV.

DATE	DEPARTURE FROM	DATE	ARRIVAL AT	MODE OF CLASS OF TRAVEL	TICKETS NUMBERS	FARE PAID	D.A. ADMISSIBLE
1	2	3	4	5	6	7	8
GRAND TOTAL RUPEES.....							

V. REGISTRATION FEE PAID :
 (ORIGINAL TO BE ATTACHED)

VI. AIRPORT TAX PAID :
 (ORIGINAL TO BE ATTACHED)

TOTAL RUPEES _____

VII. ASSISTANCE RECEIVED FROM INSA/DST/ICAR/CSIR OR ANY OTHER AGENCY.

VIII. BALANCE AMOUNT TO BE RE-IMBURSED FROM U.G.C. UNASSIGNED GRANT.

THE FOLLOWING CERTIFICATES ARE ENCLOSED

01. COUNTER FOIL OF AIR INDIA TICKET IN ORIGINAL.
02. A XEROX COPY OF FIRST COUPEN OF AIR TICKET.
03. A CERTIFICATE FROM AIR INDIA INDICATING THE COST OF RETURN AIRFARE BY ECONOMY EXCURSION CLASS BY SHORTEST ROUTE.
04. AIR PROT TAX PAID IN ORIGINAL.
05. CERTIFICATE OF PARTICIPATION AT THE CONFERENCE.
06. REPORT OF VISIT IN THE ATTENDED FORMAT.
07. SUPPORT FROM OTHER AGENCIES.
08. ORIGINAL RECEIPT OF REGISTRATION FEE PAYMENT.
09. DOLLAR TO RUPEE CONVERSION CERTIFICATE FROM APPROVED AGENCY OR S.B.I.

CERTIFIED THAT :-

- [I]. THE DETAILS GIVEN ARE CORRECT AND IF THE INFORMATION IS FOUND TO BE INCORRECT ON A LATER DATE, ENTIRE AMOUNT PAID BY THE UNIVERSITY FROM UNASSIGNED GRANT WILL BE REFUNDED.
- [II]. THE EXPENDITURE HAS BEEN UTILIZED FOR THE PURPOSES FOR WHICH IT HAS BEEN APPROVED, IN ACCORDANCE WITH THE TERMS & CONDITIONS LAID DOWN BY THE U.G.C.
- [III]. HAVE NOT AVAILED ASSISTANCE FROM UNIVERSITY GRANTS COMMISSION FOR VISITING ABROAD DURING PAST THREE YEARS.
- [D]. IN CASE FINANCIAL ASSISTANCE IS RECEIVED FROM THE ORGANIZERS OR ANY OTHER AGENCY, FOR SAME HEAD THE AMOUNT PAID BY THE UNIVERSITY WILL BE REFUNDED.

[E]. I HAVE CLAIMED EXACT AMOUNT OF AIRFARE PAID TO AGENT/AIRLINES AFTER DEDUCTING THE COMMISSION WHILE PURCHASING THE TICKET.

(SIGNATURE OF APPLICANT)

FORWARDED BY HEAD / REGISTRAR



**REPORT OF PARTICIPATION IN NATIONAL/INTERNATIONAL
CONFERENCE/SEMINAR/SYMPOSIA ETC. BY THE FACULTY MEMBER
SUPPORTED BY U.G.C. UNASSIGNED GRANT SCHEME**

UNIVERSITY COMMITMENT LETTER NO. & DATE :

1. **NAME OF THE FACULTY MEMBER** : -----

2. **ADDRESS** : -----

3. **NAME OF THE CONFERENCE** : -----

4. **PLACE** : -----

5. **DURATION OF CONFERENCE** : -----

6. **ORGANIZATION OF CONFERENCE (No. Of PARTICIPATING COUNTRIES, No. Of SESSIONS, No. Of PAPER PRESENTED etc)[NOT MORE THAN 100 WORDS]** -----

6. **ACEDMIC HIGHLIGHTS OF THE CONFERENCE INCLUDING MAJOR RECOMMENDATIONS AND THE FOLLOWING :**
[I] NEW DEVELOPMENTS PRESENTED AT THE CONFERENCE : -----

[II] NEW DEVELOPMENTS RESULTING FROM THE CONFERENCE. [200 WORDS] :-----

[III] NAME OF THE PUBLICATION IN CASE YOUR WORK IS RECOMMENDED FOR PUBLICATIONS. -----

7. PARTICIPANTS CONTRIBUTION TO THE CONFERENCE. [100 WORDS] :-----

8. GROUP OF INDIAN SCIENTISTS WORKING IN THE SUBJECT AREA OF THE CONFERENCE PLEASE LIST THEM WITH ADDRESSES. :-----

9. VISITS TO OTHER SCIENTIFIC INSTITUTIONS, UNIVERSITIES & LABORATORIES DURING YOUR PARTICIPATION IN THE CONFERENCE. *(INFORMATION IN DETAILS, WHEREVER APPLICABLE IS TO BE GIVEN IN SEPARATE SHEETS)*-----

DATE :

(Signature)

Rates of Daily Allowance for International Travel Abroad

	Name of the Country	Daily Allowance (US \$)	Sl. No.	Name of the Country	Daily Allowance (US \$)
1	Afghanistan	75.00	38	Chad	60.00
2	Albania	75.00	39	Chile	75.00
3	Algeria	75.00	40	China	100.00
4	American Samoa	60.00	41	Colombia	75.00
5	Angola	75.00	42	Comoros	60.00
6	Anguilla	75.00	43	Congo	60.00
7	Antigua	75.00	44	Cooks Island	60.00
8	Argentina	75.00	45	Costa Rica	75.00
9	Armenia	75.00	46	Croatia	75.00
10	Australia	100.00	47	Cuba	75.00
11	Austria	100.00	48	Cyprus	100.00
12	Azerbaijan	75.00	49	Czech Republic	75.00
13	Aruba	75.00	50	Denmark	100.00
14	Bahamas	75.00	51	Djibouti	60.00
15	Bahrain	75.00	52	Dominica	75.00
16	Bangladesh	60.00	53	Dominican republic	75.00
17	Barbados	75.00	54	Ecquador	75.00
18	Belgium	100.00	55	Egypt	75.00
19	Belize	60.00	56	El Salvador	75.00
20	Belarus	75.00	57	Eritrea	60.00
21	Benin	60.00	58	Equatorial Guinea	60.00
22	Bermuda	75.00	59	Estonia	75.00
23	Bhutan	60.00	60	Ethiopia	60.00
24	Bolivia	75.00	61	Fiji	100.00
25	Botswana	75.00	62	Finland	100.00
26	Bosnia Herzgovina	75.00	63	France	100.00
27	Brazil	75.00	64	French Guyana	60.00
28	British Virgin Islands	60.00	65	Gabon	60.00
29	Brunei	100.00	66	Gambia	60.00
30	Bulgaria	75.00	67	Gaza (PNA)	75.00
31	Burkina Faso	60.00	68	Georgia	75.00
32	Burundi	60.00	69	Germany	100.00
33	Cameroon	60.00	70	Ghana	60.00
34	Canada	100.00	71	Gibraltar	100.00
35	Cape Verde Islands	60.00	72	Greece	100.00
36	Cayman Islands	60.00	73	Grenada	75.00
37	Central African Rpubli	60.00	74	Guadeloupe	75.00

75	Guam	60.00	117	Mali	60.00
76	Guatemala	75.00	118	Malta	100.00
77	Guinea	60.00	119	Martinique	75.00
78	Guinea Bissau	60.00	120	Macedonia	75.00
79	Guyana	75.00	121	Mauritania	60.00
80	Haiti	75.00	122	Mauritius	60.00
81	Honduras	75.00	123	Mexico	75.00
82	Hong Kong	100.00	124	Micronesia	100.00
83	Holy See (Vatican)	100.00	125	Moldova	75.00
84	Hungary	75.00	126	Monaco	60.00
85	Iceland	100.00	127	Mongolia	60.00
86	Indonesia	75.00	128	Montserrat	75.00
87	Iran	75.00	129	Morocco	60.00
88	Iraq	75.00	130	Mozambique	60.00
89	Ireland	100.00	131	Myanmar	60.00
90	Israel	75.00	132	Namibia	75.00
91	Italy	100.00	133	Nauru	60.00
92	Ivory Coast	60.00	134	Nepal	60.00
93	Jamaica	75.00	135	Netherlands	100.00
94	Japan	100.00	136	Netherlands Antilles	75.00
95	Jordan	60.00	137	New Caledonia	60.00
96	Kampuchea Cambodia	75.00	138	New Zealand	100.00
97	Kazakhstan	75.00	139	Nicaragua	75.00
98	Kenya	60.00	140	Niger	60.00
99	Kiribati	60.00	141	Nigeria	60.00
100	Korea (North)	60.00	142	Niue	60.00
101	Korea (South)	100.00	143	Norway	100.00
102	Kuwait	75.00	144	Oman	75.00
103	Kyrgyzstan	75.00	145	Pacific Islands	75.00
104	Laos	60.00	146	Pakistan	60.00
105	Latvia	75.00	147	Panama	75.00
106	Lebanon	60.00	148	Papua New Guinea	100.00
107	Lesotho	60.00	149	Paraguay	75.00
108	Liberia	60.00	150	Puerto Rico	75.00
109	Libya	60.00	151	Principality of Liechtenstein	100.00
110	Lithuania	100.00	152	Peru	75.00
111	Luxembourg	100.00	153	Philippines	75.00
112	Macao	60.00	154	Poland	75.00
113	Madagascar	60.00	155	Portugal	100.00
114	Malawi	60.00	156	Qatar	75.00
115	Malaysia	75.00	157	Reunion	60.00
116	Maldives	60.00	158	Republic of Palau	75.00

159	Republic of Slovenia	100.00	187	Thailand	75.00
160	Republic of San Marino	100.00	188	Togo	60.00
161	Romania	100.00	189	Tonga	60.00
162	Rwanda	60.00	190	Trinidad & Tobago	75.00
163	Samoa	60.00	191	Tunisia	60.00
164	Sao Tome & Principe	60.00	192	Turkey	100.00
165	Saudi Arabia	75.00	193	Turkmenistan	75.00
166	Senegal	60.00	194	Turks & Caicos	75.00
167	Seychelles	75.00	195	Tuvalu	60.00
168	Sierra Leone	60.00	196	Uganda	60.00
169	Singapore	75.00	197	U.A.E.	75.00
170	Slovak Republic	75.00	198	U.K.	100.00
171	Solomon Islands	60.00	199	U.S.A.	100.00
172	Somalia	60.00	200	Russian Federation	75.00
173	South Africa	75.00	201	Ukraine	75.00
174	Spain	100.00	202	Uruguay	75.00
175	Sri Lanka	60.00	203	US Virgin Islands	60.00
176	St. Kitts and Nevis	60.00	204	Uzbekistan	75.00
177	St. Lucia	60.00	205	Vanuatu	75.00
178	St. Vincent & Grenadines	60.00	206	Venezuela	75.00
179	Sudan	60.00	207	Vietnam	60.00
180	Suriname	75.00	208	Yemen	60.00
181	Swaziland	60.00	209	Yugoslavia	75.00
182	Sweden	100.00	210	Wallis Futune Islands	60.00
183	Switzerland	100.00	211	Zaire	60.00
184	Syria	75.00	212	Zambia	60.00
185	Tajikistan	75.00	213	Zimbabwe	75.00
186	Tanzania	60.00			

XII Plan Guidelines for International / National Travel Grant

9. Travel Grant

9.1 For this scheme the financial assistance will be on the basis of following criteria:

Permanent Faculty Strength as on 1 st April of the previous year	UGC support per year (Rs. in lakh)
Up to 300	8.00
Above 300	12.00

Objectives

9.2 To provide for Support to Teachers/ Scientific/ Technical Officers/ Administrative Staff, all Administrative Officers of University from Administration, Finance and Examination viz., Pro Vice-Chancellor /Rector Registrars, Finance Officer, Controller of Examination, Librarians, and Director Physical Education and other group 'A' Officers in these cadres for participating in international conferences/ seminars / symposia/ workshops held abroad.

9.3 International travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR/ INSA and other agencies.

9.4 International travel grant to teachers and officers for attending training programmes.

9.5 Support to teachers/ scientific/ technical officers and administrative staff,

viz. Registrars/ Librarians/ Director/ Physical Education for visiting centers of research or to attend academic conferences/ seminars/- symposia/ workshops held in India

9.6 Academic Exchange Programme between Universities within India.

Eligibility for Travel Grant

9.7 Those invited to attend international academic conferences/ seminars/ symposia/workshops. The level of the programme and the standing of the institution organising the event should also be truly international /national/professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.

9.8 Financial assistance may be provided in the following order of preference:-

- i. Teachers delivering key-note addresses/ plenary lectures.
- ii. Those contributing a paper.
- iii. Those invited to Chair a session.
- iv. Those invited under International Collaboration Exchange programmes.
- v. Those invited to give Symposia/ talks/ invited lectures or invited to discuss arts.

9.9 Under this scheme financial assistance to a person for international travel will be available once in 3 years on 100% basis.

9.10 The claim of Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), Minorities candidates may be given preference while considering applications under the scheme.

9.11 The travel grant is not to be utilized for Vice-Chancellor of the University and teachers of affiliated colleges for which a separate scheme exists with the UGC.

Procedure of applying for Travel Grant

9.12 An application for grant may be sent by teachers/ officers concerned to the concerned University authority through the head of the department at least 60 days before the date of the programme along with the following documents.

9.13 Three copies of the full text of documents/ papers prepared by the teachers/ officers for presentation at the international conferences/ seminars/ symposia/ workshops. The details of a training programme, even if of short duration,

should be supplied.

9.14 Brief details of the organizers, title of the programme, place and duration of the conference, etc. in which the paper is proposed to be presented or participation is desired.

9.15 A copy of the letter of invitation from the organizers of the conference/seminar/symposium accepting the paper for presentation, immediately after it is received, or a copy of the letter from the organizers inviting the teachers/officers to chair a session/section and mentioning details of the financial support offered, etc. should be enclosed.

9.16 In case of seminars / symposia / workshops / training programmes of short duration, the invitation or other relevant documents should be attached.

Pattern of Assistance

9.17 The University may meet a percentage of the admissible expenditure mentioned for travel, airport tax, maintenance and registration charges for assistance out of Unassigned Grant, provided the remaining expenses are met by the University from its own funds, or other sources acceptable to the University. Teachers may also be allowed to bear the balance of expenses from their own resources.

9.18 Persons selected for participation should travel by excursion category tickets in sectors wherever applicable.

9.19 Daily Allowance may be paid at the rates admissible in Government of India. In addition, the charges for accommodation shall be reimbursed, on actual basis as per Govt. of India orders.

9.20 Such of the Teachers/ Officers who are selected for assistance may spend at least 2 weeks in the country where the programme is held and they should utilize the period, outside the programme days, for visiting institutions of their subject field. The work, and the detailed plan of such visits, should be submitted along with the proposal to the University.

International Travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR, INSA and other Governmental agencies.

9.21 Teachers going under the International Collaboration Exchange Programme with INSA, CSIR, DST, ICSSR, ICAR, ICHR, MCI and other agencies, may be provided assistance to the extent of 50% of their travel expenses under this scheme.

(The universities are advised not to provide remaining 50% of the travel expenses from their maintenance grant, as the same will not be reimbursed by the UGC). Other rules and conditions are the same as those governing the travel of teachers for attending programmes abroad as detailed under Group 1.1 heading.

International travel grant to teachers and officers for attending training programmes, seminars and workshops.

9.22 The rules and conditions are the same as those governing the travel abroad of teachers under this Travel Grant Scheme. The University/ its Selection Committee may consider the standing/ international reputation of the organizer and decide each case on its merits.

Travel grant to teachers/ research scholars/ Registrars and equivalent position, Librarians, Physical Education Directors for visiting centres of research or to attend academic conferences/ seminars/ symposia/ workshops/ training programmes within India.

9.23 The teachers, scholars and officers mentioned above be permitted to avail of this facility once in six months, so as the benefit can be extended to more and more people.

9.24 TA/ DA as per University rules and Registration fee, subject to a maximum of Rs.10,000/- may be paid on 100% basis, to the teachers, scholars and officers mentioned above selected by the University for assistance under this item. The request for assistance for international and the national programmes may be treated separately and the person need not be denied attendance at the one or the other.

Travel Grant for Academic Exchange of Teachers within India

9.25 For visits of teachers/ experts/ scientists within the country the following norms shall be followed :

- i) Free accommodation and board to be provided by the host university from its own sources.
- ii) Traveling expenses of the visiting teachers/ experts may be met out of the grant under this scheme according to the rates prescribed by the host institution including air- fare (wherever necessary), with the approval of the Vice-Chancellor.
- iii) The visiting teacher/ expert may be paid an honorarium upto Rs.1000/- per

lecture/ seminar. A maximum amount of Rs.3000/- would be admissible for an assignment of not less than two weeks duration.