



## GRANT CELL

### APPLICATION FOR GETTING FINANCIAL ASSISTANCE TO ATTEND NATIONAL 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. Date of appointment to the present post. :
06. Date of confirmation in the substantive post. :
07. Date of superannuation :
08. Basic pay :

#### B. CONFERENCE DETAILS

09. Name/title of the conference to be attended. :
10. Brief details of organizers with complete address. :
11. Duration of the conference (Date & month) will be held. :
12. 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 along with a copy of the text of the lecture/talk) :
  - (c) Presenting a paper (please attach full paper) :
  - (d) Title of the paper :
13. Whether the paper has been accepted for presentation? (attach documentary evidence and a copy of the full paper to be presented in the conference) :

14. Indicate the mode of presentation :  
indicate oral/poster/both. (attach documentary evidence)
15. Indicate whether the paper has been co :  
-authored. In case it is co-authored give names of the authors along with their addresses.
16. Whether "no objection" certificate :  
(s) from the co-author (s) have been obtained.
17. Indicate the complete travel plan from the :  
the proposed date & time of departure from the place of working to the conference and back.
18. 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.
19. Assistance required from Unassigned Grant.

SR. No.	PARTICULARS	AMOUNT
01.	Travel allowance.	
02.	Dearness allowance	
03.	Registration fee	
<b>Grand Total Rs.....</b>		

20. 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

21. 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 :

(Signature of the applicant)

Date :

**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 **30 days** before the commencement of the Conference/ Seminars/Symposia.
- (C) Please enclose conference circular and brief details of the organizers to decide the standing / reputation of the organizer.

**REPORT OF PARTICIPATION IN NATIONAL  
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** : -----  
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2. **ADDRESS** : -----  
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3. **NAME OF THE CONFERENCE** : -----  
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4. **PLACE** : -----
  
5. **DURATION OF CONFERENCE** : -----  
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6. **ORGANIZATION OF CONFERENCE (No. Of PARTICIPATING COUNTRIES, No. Of SESSIONS, No. Of PAPER PRESENTED etc)[NOT MORE THAN 100 WORDS]** -----  
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6. **ACADEMIC HIGHLIGHTS OF THE CONFERENCE INCLUDING MAJOR RECOMMENDATIONS AND THE FOLLOWING :**  
**[I] NEW DEVELOPMENTS PRESENTED AT THE CONFERENCE :** -----  
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[II] NEW DEVELOPMENTS RESULTING FROM THE CONFERENCE. [200 WORDS] :-----

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

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

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

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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)-----

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DATE :

(Signature)

## 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 <sup>st</sup> 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

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