

TRAVEL GRANT - FACULTY

1.1		Objectives
	(a)	The scheme is aimed at promoting research and development activities in various areas of technical education in an approved institution / department by providing opportunity to meritorious faculties to interact at International level to update the global changes in the concerned field of specializations.
1.2		Eligibility
	(a)	The Host Institution must be an AICTE approved Institute/AICTE approved University Department with at least 5 years of existence.
	(b)	The applicant Host Department should be NBA accredited.
	(c)	Full time regular faculty for presenting paper conferences/ attending workshop abroad to be sanctioned once in 2 years to the applicant.
1.3		Duration of the Project
	(a)	Duration of project will be once in three years from the date of receipt of funds in the institute's account.
1.4		Limit of Funding
	(a)	Total funding of Rs.1.5 Lakh.
1.5		Disbursement of the Funds
	(a)	100% amount reimbursement
1.6		Processing Methodology:
		The proposal shall be assessed by an expert committee constituted as follows:
	(a)	Three member expert committee not below the rank of Associate Professor.
	(b)	At least two members among the experts shall be from the concerned stream.
1.7		Terms and conditions
	(a)	Total expenses towards travel from International Airport to Destination Airport and back. The applicant has to perform the journey by Air India only, unless Air India gives an official certificate that there is no flight on the concerned sector (either of Air India itself or in collaboration with some other airlines). In case, journey is performed by any other airline, the airfare approved will not be released. In case any section is not wholly covered by Air India / Indian Airlines and the journey is performed partly by Air India and partly by any other Airline, the tickets for the entire journey should be purchased from Air India and not from the collaborating Airline.

	(b)	The applicant should plan and travel by shortest route under Economy / Excursion Class only and air fare certificate issued by Air India should be enclosed with the proposal.
	(c)	Registration fee can be reimbursed.
	(d)	Per Day allowance (Days of the conference plus two more days for the journey) as per the central government rules.
	(e)	The amount sanctioned shall be reimbursed through the parent institution of the applicant in a form of crossed cheque / draft on receipt of the required documents within one month of return journey of the visit, duly forwarded by the Head of the parent institution of the applicant.
	(f)	Applicant should submit only one proposal at a time.
	(g)	In case an application of a candidate for a particular event (for a particular date as well as a particular venue) is rejected, the same shall not be considered again and no correspondence in this regard shall be entertained by the Council.
	(h)	The grant offered / sanctioned to attend a specific conference, can not in any case, be utilized for the purposes of Travel abroad to attend any other Conference.
	(i)	<p><u>The following are the document to be submitted</u> by the awardee in original/ signed by Head of Institution for claim of reimbursement</p> <ul style="list-style-type: none"> (i) Travel Documents. (ii) Statement of Expenditure along with Air Ticket & Boarding pass. (iii) A brief report of the conference. (iv) A brief report of any other scientific and technical activities under taken during the visit. (v) Other visits undertaken during the period, duly signed by the Registrar / Principal / Director. (vi) Receipt of the Registration Fee paid issued by the organizer. (vii) Voucher indicating the rate at which foreign currency is purchased. (viii) Certificate of attendance issued by the organizer. (ix) Certificate from Air India indicating the shortest route to the venue approved.
	(j)	In case the reimbursement form endorsed by Head of Institution is not attached with the above mentioned required documents then the claim form will not be entertained.