



AICTE PROFESSIONAL DEVELOPMENT FUND

1.1 Introduction	This scheme is intended for providing financial assistance to regular faculty of the AICTE approved institutes and AICTE officers on regular and deputation basis in order to present research papers at international conferences abroad & within India.
1.2 Objectives	To enable the meritorious faculties and officers of AICTE to interact at international level to update themselves to the global changes in the concerned field of specializations through paper presentation in conference abroad& within India.
1.3 Eligibility	(i) Full time regular faculty from the AICTE approved Institute/AICTE approved University Department (with at least 5 years of existence). (ii) The officers of Assistant Director and above on regular and deputation basis in AICTE. (iii) The applicant must not have availed the grant under this scheme during the last three years. (iv) Applicant must have received acceptance of paper from the organizer of conference abroad& within India.
1.4 Limit of Funding	Up to Rs.1.5 Lakhs.
1.5 Disbursement of the Funds	<p>The grant will be disbursed on reimbursement basis on receipt of claim form along with relevant documents. Total grant will be based on the recommended group of countries with fixed financial effect as follows:-</p> <p>Group A : North America, Australia, South America, New Zealand : Rs. 1.5 lakhs Group B : Europe, Far-East Asia, Japan, China, Hong Kong, Taiwan, Korea, & Africa : Rs. 1.2 lakhs Group C : Neighboring Countries, Gulf Countries & SE Asia: Rs. 1 lakh Group D : Within India: Rs. 40,000 Group E :Any other :Rs. 80,000</p> <p>Amount recommended as per group of countries or Average of amount recommended by the experts or Actual expenditure incurred, whichever is lesser will be entitled. Reimbursement of the following expenditures will be granted:</p> <p>(i) Registration fee for conference. (ii) Per Day allowance (Days of the conference plus actual journey period) as per the central government rules. (iii) Total expenses towards travel from international airport to destination airport and back.</p> <p>Note: In case a candidate has availed grant in Group D, individual is still eligible to avail this grant for international support (with in a period of three years) minus the amount utilized for with in India.</p>
1.6 Processing Methodology	As per the list of approved conferences. For those cases, which are not in the approved list, the application/ proposal shall be assessed by an expert committee of three-members not below the rank of Associate Professor.

1.7	Terms and conditions
	<p>(i) 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.</p> <p>(ii) Applicant should submit only one proposal at a time.</p> <p>(iii) 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.</p> <p>(iv) The grant offered cannot be utilized for any other purpose other than the purpose for which granted.</p>
1.8	Documents to be submitted for reimbursement claim
	<p>The claims for reimbursement in the prescribed format duly supported by the following relevant documents should be sent to AICTE through the Head of the Institution in the enclosed Proforma within two months of the completion of the visit:</p> <ol style="list-style-type: none"> i. Certified attested copy of passport indicating visa/immigration as proof of undertaking journey. ii. Self-attested certificate for the journey performed. iii. Statement of expenditure incurred against the amount of travel grant offered under different heads. iv. Air-tickets of Air-India / Indian Airlines (properly legible and in original with original Boarding Pass). v. Certificate from Air-India indicating the shortest route to the venue approved. If journey is not performed by Air-India due to non-availability of flight official certificate from Air-India stating that there is no flight in the concerned sector (either of Air India itself or in collaboration with some other Air-lines) on that particular date. vi. Letter of acceptance of paper from the organizer of conference. vii. Original receipt of Registration Fee paid. viii. Copy of paper presented in conference. ix. Voucher indicating the rate at which foreign currency is purchased. x. Travel documents/ certificate of participation from the concerned institutional agency. xi. Progress report on the international conference participated along with outcome and benefits of the event stating scientific and technical activities undertaken during period in the prescribed format duly counter signed by Director/Registrar/Principal. xii. Certificate from the head of the institution stating that the applicant has not availed the grant under travel grant scheme of AICTE during the last two years. xiii. Details of assistance received from and/ or facilities provided by other organization for the conference with documentary proof. xiv. The details of assistance received or facilities provided by the organizers of the conference or any other similar Indian/foreign agency. xv. Certified copy of AICTE Extension of approval for current year. xvi. e-payment details in the prescribed proforma. xvii. Photographs of conference participated
1.9	Expected Outcomes
	<ol style="list-style-type: none"> i. Publication of the paper in a high impact journal. ii. Listing of best practices as learnt from the conference, and its implementation in the parent institute. iii. Novelty of ideas and research impact on the projects of Bachelor's and Master's.