

# **Guidelines for Travel Grant for University /College Teachers**

(University Fund)

(W.e.f. 1/07/2019)



'A' Grade  
NAAC Re-Accredited  
(3<sup>rd</sup> Cycle)

**Kavayitri Bahinabai Chaudhari  
North Maharashtra University,  
Jalgaon**

Website: [www.nmu.ac.in](http://www.nmu.ac.in)

## **Guidelines for Travel Grant for University /College Teachers**

### **Preamble:**

The Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon is committed to provide and sustain a vibrant and conducive research eco system for its teachers on campus and affiliated colleges. As part of this strategy and as mentioned in the 'Policy Document on Research Promotion in the University', it is proposed to provide financial assistance to permanent teachers of

- a. University Departments/ Schools to participate and present research papers at international/ National conferences abroad/India.
- b. Affiliated colleges/Institutes to participate and present research papers at International conferences organized abroad

It is believed that this initiative shall (i) enable the teachers keep themselves abreast with latest in their respective fields, (ii) provide forum to showcase research findings in front of academic peers, (iii) facilitate exchange of ideas and (iv) serve as good will ambassadors of the university. This initiative will also be responsible for broadening horizon and sharpening teaching and research skills of the faculty. The operational guidelines of the scheme are described below.

### **Objectives:**

To enable the permanent University/College Teachers to present their research paper(s) in the international/national conferences.

### **Nature of Assistance Available under the Scheme:**

The financial assistance for permanent teachers of University shall be paid maximum 100% and regular teachers of college of 50% of the total admissible expenditure such as travel, registration & visa fees, per diem allowance etc. once in three years.

### **Application procedure and steps:**

The application process shall have following steps

- a) The application for financial assistance under this scheme should be made on prescribed format available on the university web site.
- b) The application should be made at least 2 months prior to the commencement of the conference.
- c) Duly filled application form along with necessary enclosers (acceptance letter from the organizers of conference, the full text of the paper proposed to be presented in the conference, estimated expenditure with break up etc.) should be submitted to the office of the Pro Vice-chancellor, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.
- d) If the paper is co-authored, then a no-objection certificate(s) from the author(s) may be attached with the application.
- e) In case of two or more applications for the same paper(s) only one application will be considered and priority will be given to the first author.

- f) The research paper so submitted shall be evaluated by subject expert(s) before sanctioning the travel grant.
- g) Incomplete applications shall not be considered and no correspondence shall be entertained in this regard.
- h) The submission of a proposal does not automatically mean that it has the approval of the university.
- i) If the proposal is found to be satisfactory in review process, the university, on the recommendation of a committee, shall issue an approval cum sanction letter stating the amount that has been sanctioned along with terms and conditions.

**Submission of the Claim:**

In order to ensure prompt action in releasing the grant, the applicant shall submit the following documents within one month after the conference is over:

- a. A statement of account giving details of expenditure incurred on various items viz., travel, airport tax, registration fee, visa fee and daily allowance.
- b. A utilization certificate in the prescribed format from the college auditor/chartered accountant for the total expenditure incurred on the visit.
- c. The details of assistance received or facilities provided by the organizers of the conference or any other similar Indian/foreign agency.
- d. The amount made available by the College/University/State Government and other sources.
- e. The amount payable for each item by the University as per the terms and conditions.
- f. A brief note on the participation in the conference.
- g. Certificate of participation in the conference.
- h. Conversion rate of the US dollar into Indian currency. (From any bank or other financial institution).
- i. After satisfactory completion of the formalities, the university shall reimburse the finalized amount (with the sanctioned amount) to the teacher.

**Vice Chancellor**  
Kavayitri Bahinabai Chaudhari  
North Maharashtra University, Jalgaon

**For approval purpose**

- # Website address of this Policy : [www.nmu.ac.in](http://www.nmu.ac.in)
- # History of Document: Issued with approval of Vice Chancellor.

<b>Approved by</b>	<b>Date</b>	<b>Resolution No.</b>
(i) Academic Council	22.08.2019	A-116/2019

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**Kavayitri Bahinabai Chaudhari North Maharashtra University,  
Jalgaon – 425001**

**Application for getting financial assistance through University Fund to attend international conferences/symposia under the ‘Travel Grants’ scheme for University/ college teachers**

**A. Details about the applicant**

1.	Name	
2.	Name of the College / University School/ Department	
3.	Sex (Male/Female)	
4.	Date of Birth (Age)	/ / Age:        Years
5.	Category SC/ST/OBC (excluding creamy layer)/General	
6.	Designation	
	Basic Pay	
	Nature of Appointment (Permanent/Temporary)	
7.	Official address with pin code Telephone ------(O) ------(R) Mobile : _____  Email: _____	
8.	Main Subject and Field of Specialization	
9.	List of publications in the specific field (attach separate sheets)	
10.	Whether a member of national/ international professional bodies	
11.	If YES specify the name of the body(s)	
12.	Date of Superannuation	

<b>B. CONFERENCE DETAILS</b>		
13.	Name/title of the conference to be Attended (Attached a copy of Brochure of conference)	
14.	Name of the organizers with complete Address	
15.	Name of the country and town where the conference will be held	
16.	Duration of the conference (date, month & year)	
17.	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 full text of the lecture/talk.)  (c) Presenting a paper (please attach abstract and full paper)	
18.	Whether the paper has been accepted for presentation? (attach documentary evidence and a copy of the full paper to be presented in the conference).	
19.	Indicate the mode of presentation (attach documentary evidence) oral/poster/ both	
20.	Indicate whether the paper has been co-authored. In case it is co-authored give names of the authors along with their addresses.	
21.	Whether 'no-objection' certificate (s) from the co-author (s) have been enclosed? (attach photocopy of the certificate (s))	
22.	Indicate the complete travel plan from the proposed date and time of departure from the place of working to the conference and back	

23.	Do the conference authorities send the paper for review before accepting it?	
24.	Indicate the amount to be paid to the organizers as registration fee (copy of the Registration Form to be enclosed)	
	Assistance required from the University	
	(a) Travel within India to reach the nearest airport.	
	(b) Airfare (both ways)	
	(d) Registration fee	
	(e) Per-diem required (indicate the number of days and the rate)	
	Total (in Rs.)	
25.	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 boarding and lodging?	
	(e) Any other? (specify)	
26.	If 'YES' to any one of the above items, indicate the latest position and the amount likely to be made available (attach documentary evidence)	
27.	Has the applicant availed the financial assistance from University UGC for attending seminar/conference/ symposium etc. in the last 2/3 years prior to the date of the present Conference?  (a) If 'YES' give the details in the following table:	

Name of the Conference attended	Place and dates of the conference	Financial Assistance availed (in Rs.)	UGC sanction letter no. with date
28.	Proposed date of joining the duty in the institution after the conference is over		
29.	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
- (c) The amount received will be used for the purpose for which it is requested.
- (d) In case financial assistance is received from the organizers or any other agency I shall pay back the amount granted by the Commission.
- (e) I shall abide by the decision of the Commission.

Place:

Date :

(Signature of the applicant)  
Designation



**Certificate by Principal/Institute**

I certify that:

- (i) The details given by the applicant are correct
- (ii) The applicant has not availed the provision in the last 2 years
- (iii) The applicant has enclosed all the relevant documents
- (iv) The information provided in the application is correct.

Signature:

Office Seal

Name : Designation: Date:

**Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon**

Performa for claiming re-imburement of the expenditure incurred under Travel Grant Scheme through University Fund to attend conference abroad/India.

1. Name :
2. No & Date of University Approval :
3. Name & Place of the conference attended :
4. Duration of the conference attended:
5. Duration of the stay abroad:
6. Detail of actual expenditure incurred
  - a) Rail Fare or actual bus fare within India ( from place of duty to nearest Airport & Back)
  - b) Air Fare ( by Economy class or Excursion ticket)  
(Photocopy to be attached)
  - c) Fare from Airport(abroad) upto Rs.  
the venue of conference  
(Convert in to Rs.)(conversion rate & date)
  - d) Daily allowance for \_\_\_\_\_ days Rs.
  - e) Registration fees paid Rs.
  - f) Airport tax paid ( Photocopy to be attached) Rs.
  - g) Visa fee Rs.
  - Total Rs.
  - h) Assistance received from other agency or self Rs.
  - i) Balance amount to be reimbursed by University = Rs -----

Certified that

1. The details give above are correct and if the information is found to be incorrect on a later date, entire amount paid by the University will be refunded.
2. In case financial assistance is received from the organizers or any other agency, the amount paid by the University will be refunded.

(Signature of Applicant)

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**CERTIFICATE BY THE PRINCIPAL/HEAD OF THE DEPARTMENT**

1. Certified that details given above have been verified and found correct.
2. The applicant has not availed assistance from University for visiting abroad past three years.

**Principal of the College/  
Head of the University Department**

**NORTH MAHARASHTRA UNIVERSITY, JALGAON-425 001**

Certified that the expenditure of Rs. \_\_\_\_\_

on the visit of \_\_\_\_\_ (Name of Teacher) at \_\_\_\_\_

\_\_\_\_\_ (place of conference) from \_\_\_\_\_ to \_\_\_\_\_

present his paper at the \_\_\_\_\_  
(Name of the conference)

Has been incurred in accordance with terms and conditions laid down by the university in its letter..... dated ..... and all conditions of the grants have been fulfilled.

Principal  
(Signature)

Chartered Accountant  
(with seal & registration Number)

