

**GUIDELINES FOR**

**TRAVEL GRANT SCHEME FOR**  
**COLLEGE TEACHERS/COLLEGE**  
**LIBRARIANS/VICE CHANCELLORS/**  
**COMMISSION MEMBERS**  
**AND**  
**UGC OFFICERS**  
**DURING ELEVENTH PLAN(2007-2012)**



**UNIVERSITY GRANTS COMMISSION**  
**BAHADUR SHAH ZAFAR MARG**  
**NEW DELHI – 110 002**

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

# **UNIVERSITY GRANTS COMMISSION**

## **XI PLAN GUIDELINES**

### **Travel Grant Scheme for College Teachers/College Librarians/Vice Chancellors/Commission Members and UGC Officers**

#### **1. Introduction**

This scheme is for providing financial assistance to permanent teachers and librarians of colleges and vice-chancellors of state universities, deemed to be universities and central universities, recognised under section 2(f) and 12 (B) of the UGC Act, to present research papers at international conferences abroad. In addition, this facility is available to the permanent teachers of Institutions of National Importance with a cap of 10% of the total approved cases in a year. The Commission members and UGC Officers at the level of EO/US and above are also eligible to apply under this scheme.

#### **2. Objectives**

To enable the permanent College Teachers/College Librarians/Vice-Chancellors/Commission Members/UGC Officers at the level of EO/US and above to present their research paper(s) in international conferences. The maximum age limit for College Teachers/College Librarians/UGC Officers is up to the age of superannuation and for Vice-Chancellors and Commission Members they should be in position.

#### **3. Nature of Assistance Available under the Scheme**

The financial assistance for permanent teachers of colleges, College Librarians enlisted in 2 (f) and 12 B of the UGC Act will be paid on 100% once in three years for the total admissible expenditure such as travel, registration fee, per diem allowance and visa fee. Vice-Chancellors, of State Universities, deemed to be Universities and Central Universities recognized under section 2(f) and 12(B) of the UGC Act, UGC Members, UGC Officers and SC,ST and OBC( non creamy layer) Teachers will be provided financial assistance once in two years on 100% basis.

#### **4. Procedure to Apply for Assistance**

The application should be sent to the Joint Secretary (Travel Grant), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110002 in the prescribed application form along with all necessary enclosures with a copy of the paper, acceptance letter from the organizers of Conference and the full text of the paper proposed to be presented in the Conference two months prior to the commencement of the conference. Incomplete applications will not be considered and no correspondence will be entertained in this regard. The submission of a proposal does not automatically mean that it has the approval of the UGC. If the paper is co-authored, then a no-objection certificate(s) from the author(s) may be attached with the application. 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. The UGC Officers applying under the scheme, need not obtain prior approval of Chairman before sending the paper in the conference. However, once the paper is accepted they may apply for financial assistance for their participation in the conference.

#### **5. 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 :

- i. A statement of account giving details of expenditure incurred on various items viz., travel, air port tax, registration fee, visa fee and daily allowance.
- ii. A utilization certificate in the prescribed format from the college/university auditor/chartered accountant for the total expenditure incurred on the visit.
- iii. The details of assistance received or facilities provided by the organisers of the conference or any other similar Indian/foreign agency.
- iv. The amount made available by the College/University/State Government and other sources.
- v. The amount payable for each item by the UGC as per the terms and conditions.
- vi. A brief note on the participation in the conference.
- vii. Certificate of participation in the conference.
- viii. Conversion rate of the US dollar into Indian currency. (From any bank or other financial institution)

## **6. Conveyance claim**

Persons selected for participation should travel by excursion category tickets in sectors by the cheapest air ticket by any airlines (in any case not exceeding Air India fare). Actual fare not exceeding AC II Class train fare will be admissible for travel from the college headquarters to the nearest airport and back. In case of Vice-Chancellors, Members of the Commission and UGC Officers it will be as per entitlement.

## **7. Per Diem Payment**

For the payment of daily allowance the Government of India's rates will be followed. D.A. will be paid for the duration of the conference plus four days i.e. two days before and two days after the conference which will include the travel period.

## **8. Procedure for Approval of the Proposal**

The proposal(s) received duly completed in all respects will be evaluated by subject experts. Based on their recommendation, a final decision will be taken by the UGC. The proposals of Vice-Chancellors, Commission Members and UGC Officers will be approved by the Chairman, UGC directly. After the approval, an approval letter is sent to the candidate.

## **9. Procedure for release of grant**

The entire amount due to the candidate is disbursed in one instalment after the conference is over and relevant documents are submitted by the applicant.

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**Application for getting financial assistance to attend international conferences/symposia under the ‘Travel Grants’ scheme for college teachers/College Librarians, Vice-chancellors, Commission Members and UGC Officers.**

**A. Details about the applicant**

1.	Name	
2.	Date of Birth (Age)  (For college teachers/College Librarians the maximum age limit is up to superannuation on the date of participation in the conference)  (For Vice-Chancellors, Commission Members and UGC Officers should be in service on the date of conference is held)	
3.	Sex ( Male/Female)	
4.	Category SC/ST/OBC (excluding creamy layer)/General	
5.	Designation/Basic Pay/Nature of Appointment (Whether Permanent/ Temporary)	
6.	Official address with pin code  Telephone :_____(O),_____(R)  Mobile:  Email:	
7.	Main Subject and Field of Specialization	
8.	List of publications in the specific field (attach separate sheets)	
9.	Whether a member of national/ international professional bodies	
10.	If YES specify the name of the body (s)	
11.	Name of the College where working	

	and name of the University to which it is affiliated	
12.	Maximum age of superannuation in your college	
13.	Date of superannuation	

## B. CONFERENCE DETAILS

14.	Name/title of the conference to be attended	
15.	Name of the organizers with complete address	
16.	Name of the country and town where the conference will be held	
17.	Duration of the conference (date, month & year)	
18.	<p>The role of the applicant in the conference/symposium</p> <p>(a) Presiding/chairing a Session (if yes, attach documentary evidence)</p> <p>(b) Delivering a plenary lecture/invited talk (attach documentary evidence along with a copy of the full text of the lecture/talk.)</p> <p>(c) Presenting a paper (please attach abstract and full paper)</p>	
19.	Whether the paper has been accepted for presentation? (attach documentary evidence and a copy of the full paper to be presented in the conference).	
20.	Indicate the mode of presentation (attach documentary evidence) oral/poster/both	
21.	Indicate whether the paper has been co-authored. In case it is co-authored give names of the authors along with their addresses.	
22.	Whether 'no-objection' certificate (s) from the co-author (s) have been enclosed ?(attach photocopy of the certificate (s))	

23.	<p>Indicate the complete travel plan from the proposed date and time of departure from the place of working to the conference and back.</p>	
24.	<p>Do the conference authorities send the paper for review before accepting it?</p>	
25.	<p>Indicate the amount to be paid to the organizers as registration fee (copy of the Registration Form to be enclosed)</p> <p>Assistance required from the Commission</p> <p>(a) Travel within India to reach the nearest airport.</p> <p>(b) Airfare (both ways)</p> <p>(d) Registration fee</p> <p>(e) Per-diem required (indicate the number of days and the rate)</p> <p>Total (in Rs.)</p>	
26.	<p>Has the applicant approached the organizers/any other agency to:</p> <p>(does not apply in case of Vice-Chancellors/Commission Members and UGC Officers)</p> <p>(a) Waive registration fee?</p> <p>(b) Support air travel?</p> <p>(c) Get the maintenance allowance?</p> <p>(d) Support boarding and lodging?</p> <p>(e) Any other? (specify)</p>	

27.	If 'YES' to any one of the above items, indicate the latest position and the amount likely to be made available (attach documentary evidence).			
28.	Has the applicant availed the financial assistance from 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
29.	Proposed date of joining the duty in the institution after the conference is over			
30.	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 amount to the Commission.
- (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 Head of the Institution:**

I certify that:

- (i) The details given by the applicant are correct.
- (ii) The applicant has not availed the provision in the last 2/3 years.
- (iii) The college has been declared fit to receive financial assistance under section 12(B) of the UGC Act (the letter of inclusion of 12(B) of UGC may be enclosed)
- (iv) The applicant has enclosed all the relevant documents.
- (v) The information provided in the application is correct.
- (vi) In case the institution is found not fit under section 12(B) of the UGC Act even after the approval of the case, the grant will automatically be considered as cancelled.
- (vii) In the case of SC/ST/OBC (excluding creamy layer) Teachers, it is certified that they belong to SC/ST/OBC (excluding creamy layer) community.

**Signature** :

**Name** :

**Designation** :

**Address** :

**Office seal** :

**Date** :