Swami Ramanand Teerth Marathwada University, Nanded.

International Travel Grant Scheme for University Teachers

These guidelines are prepared based on UGC guidelines for international travel grant.

The SRTM University provides financial support to permanent/regular Teachers of University for attending International Conference/Seminar/Workshop/Symposium. The eligibility criteria and procedure for applying for International Travel Grant are as follows.

Eligibility criteria for International Travel Grant:

a. University approved regular University teachers invited to attend International academic Conference/Seminar/Workshop/Symposium are eligible to apply for University International Travel Grant. The level of the programme and the standing of the Institution/ Research body/Society/Union organising the event should be of truly international standard, capable of enhancing professional skill and academic potential of the beneficiary.

b. Financial assistance may be provided to following categories.

1. Teachers delivering keynote addresses/plenary lectures.
2. Teachers contributing Abstracts (oral/poster).
3. Teachers invited to chair scientific sessions.

c. Under this scheme financial assistance to the University teachers (including international air travel, internal travel within India by Air/Rail/Road from the place of work to the International airport, registration fee, airport tax, visa fee and daily allowance) will be available covering 100% of actual expenditure or a maximum of **Rs.75,000/-** (Rupees Seventy five thousand only), whichever is less for the **Asian countries** and 100% of actual expenditure or a maximum of **Rs.1,50,000/-** (Rupees One Lakh and fifty thousand only), whichever is less for the **Non-Asian countries**.

d. Preference will be given to the young teachers who have not availed the International travel grant earlier. The faculty member once availed the University International Travel Grant is eligible to apply for the grant only after 3 years.

e. Financial support from other funding agencies being provided for the same purpose need to be mentioned in the application.

f. A committee constituted by the Hon'ble Vice-Chancellor will scrutinize the applications and make recommendations accordingly. Approval of the University is mandatory before travel.

Application Procedure for International Travel Grant:

An application for travel grant may be sent to the **Deputy Registrar, APD Section, SRTM University** through the Director of the School (for teachers)/Registrar (for University School Directors) at least **60 days** before the date of the event along with the following documents.

a. Three copies of the full research paper/abstract prepared by the teachers for presentation at the International Conference/Seminar/Workshop/Symposium.

b. Brief details of the organisers, title of the event, place and duration of the Conference/Seminar/Workshop/Symposium in which the paper is to be presented.

c. A copy of the letter of invitation and letter of acceptance from the organizers of the Conference/Seminar/Workshop/Symposium.

d. Copy of approval letter issued by the University.

e. In a multi-authored paper only the author who presents the paper is eligible to apply for the travel grant. No objection Certificate from the other author(s) should be enclosed in support.

f. Applicant should submit following documents for releasing the Travel Grant after completion of the event. **International Travel grant will be released only after accomplishing the travel (as a reimbursement of actual expenditure)** after submission of the following documents:

I. Certificate of Participation.
II. Original receipt of Registration fees.
III. Original Boarding Passes.
IV. Photo copy of Passport with Visa entry.
V. Photo copy of Air Ticket & Rail/Bus Ticket.
VI. Photograph of the concerned teacher participating the Conference/Seminar/ Workshop/Symposium.
VII. Copy of Abstract Published in 'Abstract Volume'.
VIII. Detailed Travel Bill (Mentioning both in Foreign currency and Indian Rupees).

Swami Ramanand Teerth Marathwada University

International Travel Grant for University Teachers

Application for obtaining financial assistance to attend International Conference/Seminar/Workshop/Symposium under the 'International Travel Grant' scheme for S R T M University Teachers.

A. DETAILS ABOUT THE APPLICANT:

1.	Name	
2.	Date of Birth (Age)	
3.	Sex (Male/Female)	
4.	Category SC/ST/OBC/ Physically Handicapped / General	
5.	Designation/Basic Pay/Nature of Appointment	
6.	Official address with pin code Telephone: _____(O), _____(R) Mobile: Email:	
7.	Indicate the field in which the paper is to be presented (for the purpose of evaluation by the subject expert)	
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 School/Section where working	
12.	Date of superannuation	

B. CONFERENCE DETAILS:

13.	Name/title of the conference to be attended	
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/or 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. The acceptance letter enclosed with the application must be on letter head duly signed by the organizer. If the acceptance/invitation is received by mail then details of conference organizer may be given with acceptance letter).	
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.	Indicate the complete travel plan from the proposed date and time of departure from the place of working to the conference and back.	
22.	Do the conference authorities send the paper for review before accepting it?	
23.	Indicate the amount to be paid to the organizers as registration fee (copy of the Registration Form to be enclosed) (a) Travel within India to reach the nearest airport. (b) Airfare (both ways) (c) Air Port tax (d) Visa fee (d) Registration fee (e) Per-diem required (indicate the number of days and the rate) Total (in Rs.)	
24.	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)	

25.	If 'YES' to any one of the above items, indicate the latest position and the amount likely to be made available (attach documentary evidence).	
26.	Has the applicant availed the financial assistance from the University for attending seminar/conference/ symposium etc. in the last 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.)	University sanction letter no. with date

27.	Proposed date of joining the duty in the institution after the conference is over	
28.	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 University.

(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 University.

(e) I shall abide by the decision of the University.

Place:

Date:

(Signature of the applicant)
Designation

Certificate by Director of the School/Registrar

I certify that:

(i) The details given by the applicant are correct.

(ii) The applicant has not availed the provision in the last 3 years.

(iii) The applicant has enclosed all the relevant documents.

(iv) The information provided in the application is correct.

(v) In the case of SC/ST/OBC (excluding creamy layer) Teachers, it is certified that they belong to SC/ST/OBC/ Physically Handicapped (excluding creamy layer) community (strike-off, if not applicable).

Signature :

Name :

Designation :

Address :

Office seal :

Date :

Terms and conditions for the grant approved by the SRTM University for visit of the University teachers for presenting paper at International Conference/Seminar/Workshop/Symposium

1. SRTM University's assistance towards International travel expenditure by a University teacher for presenting paper at an International Conference/Seminar/Workshop/ Symposium would be limited to 100% of the admissible expenditure on the following items on production of receipt with the claim:

   a) Persons selected for participation should travel by the cheapest air ticket (in any case not exceeding Air India fare). Actual fare not exceeding AC-II class train fare will be admissible from the headquarters/residence to the nearest air port and back. If the journey performed by taxi (receipt may be enclosed)/own car (distance may be mentioned), the fare should the restricted to AC-II class train fare/road mileage according to distance, may be given.

   b) Actual train/bus fare from the Airport abroad to the town where the conference is held and back. (Receipt may be enclosed).

   c) Registration fee (Receipt may be enclosed).

   d) Airport tax (Receipt may be enclosed).

   e) Visa fee (Receipt may be enclosed).

   f) Daily allowance will be paid as per the existing rates of Govt. of India (Attendance certificate may be enclosed). Daily allowance (DA) will be paid for the duration of the conference plus four days i.e. two days before and two days after the conference. If the journey period is less than two days before and two days after than actual DA will be given for the journey period.

Swami Ramanand Teerth Marathwada University

Re-imbursement of International Travel Grant

Proforma for claiming re-imbursement of the expenditure incurred under the International Travel Grant Scheme to attend International Conference/Seminar/Workshop/Symposium

1. Name:

2. No. & Date of SRTM University's Approval:

3. Name & Place of Conference/Seminar/Workshop/Symposium attended:

4. Duration of the Conference/Seminar/Workshop/Symposium attended:

5. Duration of the stay abroad:

6. Detail of actual expenditure incurred:

a) AC-II Class Rail/Car/Bus fare within India (from Place of duty to nearest Airport and back)

Date	**From**	**To**	**Mode of Travel**	**Distance (Approx. KM)**	**Receipt enclosed Yes/No**	**Page No:**

b) Air fare (by economy class or excursion ticket (photocopy to be attached)

Date	**From**	**To**	**Mode of Travel**	**Total Fare**	**Receipt enclosed Yes/No**	**Page No:**

c) Fare from Airport (abroad) up to the venue of the conference & back

Date	**From**	**To**	**Mode of Travel**	**Distance (Approx K.M)**	**Receipt enclosed Yes/No**	**Page No:**

d) Daily allowance for _____ days

(i) Dollar rates page no. (ii) No. of days _____X_____dollar rates X____

per day DA (dollar) = Rs._____ (Receipt enclosed Yes/No.) Page No._____

e) Registration fee paid. (Receipt enclosed Yes/No) Page No._____

f) Airport tax paid (Photocopy to be attached). (Receipt enclosed Yes/No) Page No.__

g) Visa Fee. (Receipt enclosed Yes/No) Page No._____

h) Conversion rates (enclosed Yes/No) Page No._____

i) Brief note of participation (enclosed Yes/No) Page No._____

j) Attendance Certificate (enclosed Yes/No) Page No._____

TOTAL _____

k) Assistance received from UGC/INSA/DST/ ICAR/CSIR or any other funding agency _____

l) Balance amount to be reimbursed by SRTM UNIVERSITY _____

Certified that

1. The details given above are correct and if the information is found to be incorrect on a later date, entire amount paid by the SRTM University will be refunded.

2. The expenditure has been utilized for the purposes for which it has been approved in accordance with the terms and conditions laid down by the SRTM UNIVERSITY.

3. In case financial assistance is received from the organizers or any other funding agency, SRTM University will reimburse only the difference.

(Signature of Applicant)

(Name in Block Letters)

CERTIFICATE BY DIRECTOR OF THE SCHOOL/REGISTRAR

1. Certified that details given above have been verified and found correct.

2. The Applicant has not availed assistance from SRTM University for visiting abroad during past three years. The applicant belongs to SC/ST/OBC) non creamy layer)/Physically Handicapped (strike-off, if not applicable)

Signature _____

(Name in Block Letters)

Date:

Details of Teacher for Real Time Gross Settlement (RTGS) Payments

A. DETAIL OF ACCOUNT HOLDER:

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/E-MAIL	

B. BANK ACCOUNT DETAILS:

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND E-MAIL	
IFSC CODE	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
BANK ACCONT NUMBER	
MICR CODE OF BANK	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the University responsible.

(……)
Signature of Teacher

Date:

1. Please attach a photocopy of cancelled cheque along with the verification obtained from the bank.