

## **ALL INDIA COUNCIL FOR TECHNICAL EDUCATION SCHEME OF TRAVEL GRANT**

The Scheme extends financial assistance to attend International Conference/Seminar/Symposium/Workshop in Engineering and Technology, Architecture, Town Planning, Management, Pharmacy, Applied Arts & Crafts and such other areas as per the AICTE act. The scheme is aimed at promoting Research and Development in technical education by way of providing opportunity to the meritorious teachers to interact at International level.

Eligibility demands that the applicant must be a teacher, employed in University/Institution/College recognized by the AICTE.

Financial assistance would be extended only to those applicants who have not received grants towards travel expenditure (either whole or in part) during the last three years for attending any Conference/Seminar/Symposium held abroad.

The assistance is in the form of Token Travel Grant to meet towards travel expenses and per diem allowance (Days of conference - Two more days for Journey) on reimbursement basis. The teacher is expected to travel by shortest route under Economy Excursion class by Air India.

The amount sanctioned by way of travel grant shall be reimbursed through crossed cheque/draft on receipt of TR-42 (prestamped receipt and certificate) bill, statement of expenditure along with the copies of Air ticket, travel document, a brief report of the conference, other scientific and technical activities and other visits undertaken during that period duly signed by the Registrar/Principal/Director.

The scheme is operative for attending only International Seminar/Conference/Symposium. Workshop and not for attending any Short term/long term training courses either within or outside the Country.

### **CONDITIONS**

1. The proposals should reach the Council four months prior to the dates of Conference.
2. The grants shall be utilized to meet the travel expenses and per diem (Days of conference + Two more days for Journey) allowance to attend the International Seminar/Conference/Symposium/Workshop abroad.
3. The grant shall not be utilised for attending any course/training/research (long term/short term) programme.
4. The sanctions once made to attend a specific conference, can not in any case, be utilized for the purposes of Travel abroad to attend any other Conferences.
5. Applicants are required to apply only in the application format provided in this brochure.
6. Incomplete applications shall not be entertained.
7. Applications should accompany a copy of seminar announcement, letter of confirmation for paper presentation/chairing the session/keynote address/ any other.

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
APPLICATION FORM**

**SCHEME OF TRAVEL GRANT**

Code No.

For office use only

**A. BIO-DATA**

1. a) Name and Address

b) Designation

2. a) Date of birth

b) Age

c) Sex

d) Category GEN/SC/ST/OBC

3. Is the Institution College/Dept. recognized by AICTE

Yes

No

4. Field of specialization:

5. a) Academic Record

| Class/Institution | Year | Subject | Marks |
|-------------------|------|---------|-------|
| UG                |      |         |       |
| PG                |      |         |       |
| Ph.D.             |      |         |       |
| Post Doctoral     |      |         |       |
| Any other         |      |         |       |

b) Publications (Mention only No. of publications during the last five years)

|                      | Year | No. |
|----------------------|------|-----|
| i) Referred Journals |      |     |
| ii) Books            |      |     |
| iii) Proceedings     |      |     |
| iv) Popular Articles |      |     |

c) Awards/Prizes

| Name | Year | Amount |
|------|------|--------|
|      |      |        |

d) Employment Record (from present to past)

| Institution | Year<br>(from to) | Designation | Pay drawn<br>(Basic, Emolument & Total) |
|-------------|-------------------|-------------|---|
|             |                   |             |   |

e) Experience

|      | Details   | Duration | Name of Inst. |
|------|-----------|----------|---------------|
| i)   | Teaching  |          |               |
| ii)  | Research  |          |               |
| iii) | Industry  |          |               |
| iv)  | Any other |          |               |

## B. CONFERENCE DETAILS

6. a) Name of the Conference  
b) Theme  
c) Venue & Date  
d) Nature of Conferences/Symposium
7. Purpose of Visit (put a tick mark against the appropriate place)
  - a) Chairing a Session
  - b) Invited talk/Delivering Plenary Lecture
  - c) Oral presentation
8. Details of papers
  - a) No. of Papers to be presented
  - b) Title of the paper, to be presented
  - c) Nature of Paper (Single/Co-authored)
9. Travel Plan (from the place of working to the Conference & back)

| Date | Time | From | To | Mode |
|------|------|------|----|------|
|      |      |      |    |      |

10. Details of Expenditure
  - a) Head
    - (i) Local Travel
    - (ii) Air fare (excursion economy class only)
    - (iii) Registration fee Equivalent in @ Rs.
    - (iv) Per diem
  - b) Total Expenditure
11. Particulars of Financial Assistance acquired/being acquired from other funding agencies
  - (i) Funding Agency (U.G.C., DST, INSA, CSIR Organizers, Univ. & Others)
  - (ii) Head (Travel , Air fare, Reg. Fee & per diem)
  - (iii) Amount requested

(iv) Amount Sanctioned

12. Assistance required from AICTE

13. Details of International Conference, attended in the last years, if any (Name of Conference Venue, date, funding agency and amount)

14. Any other information

**C. CERTIFICATE**

I. I certify that (a) the details given above are correct (b) if the information supplied is found to be incorrect on later date I shall reimburse the entire money to the council, (c) the money received will be used for the purpose for which it is sanctioned, (d) in case financial assistance is received from the organizers or any other agency. I shall pay back the amount granted by the Council and (e) I shall abide by the decisions of the Council.

Place

Date

(Signature of the applicant)

**CERTIFICATE FROM THE 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 3 years.
- (iii) The Univ./Inst./College has been approved by the AICTE.
- (iv) Applicant has taken permission from the institution

Signature  
(Head of the Institution)

Name in Block letters

Date

Address

Office Seal

## RECORD SHEET

(To be filled by the applicant in bold letters on a separate sheet)

1. a) Name  
b) Designation  
c) Address (Office & Residence)
2. Is the Dept./College, recognized by AICTE (Yes/No)
3. Area of Specialization (Major/Ancillary)
4. a) International Cont./Seminars/Symposium  
b) Venue  
c) Date  
d) Organizers
5. a) Whether visited abroad during last 3 years:  

|     |    |
|-----|----|
| Yes | No |
|-----|----|

  
c) If yes place visited
6. Paper presentation Oral Invited talk  
  
Chairing session
7. Amount requested from AICTE : Rs.
8. List of documents to be enclosed (Tick for those enclosed)
  - a) Conference Announcement
  - b) Copy of abstract
  - c) Complete paper
  - d) Letter of acceptance from Organizers
  - e) Letter from organizers giving evidence for registration fee & duration (days) of conference/seminar/symposium.
  - f) Copy of letter from organizers to chair a session/deliver plenary talk/invited lecture.
  - g) No objection Certificate from Co-authors

- h) Air India Certificate indicating the return air fare through Excursion Class.
  - i) Evidence of assistance acquired from other sources.
9. Any other
- j) List of publication in referred journals (only those which appeared during past 5 years).
  - k) Certificate of award/prize won (if any).

Signature of applicant

Name