

## Guidelines for International Travel Support Scheme

### • Introduction:

These Guidelines are framed to ensure that all international travel related to the Project are undertaken as per the set procedure as outlined hereunder.

Only the PhD students, faculty, Heads of the Departments and Heads of the project institutions, State officials handling the Project, Directors of Technical Education, SPFU officials, vice-chancellors of affiliating universities and MHRD/NPIU officials are eligible for international travel under the Project. The purpose of international travel can be:

- a) Presentation of Papers in International seminars, conferences, etc.
- b) Invitation to chair a session or an invitation to deliver a key note address in International seminars, conferences, etc.
- c) Study and networking tour.

The objective of the International Travel Support Scheme is to enable participants to improve the quality of education at Project Institutions (in the case of academic travel) or the administrative effectiveness of Project Institutions (in the case of Heads of institutions, or state/national officials). Participants therefore will need to show not only what they expect to learn or gain from the international experience but also how that experience will be shared with their institution and result in concrete activities at the institutional level.

### • Procedure:

- I. Applicants are required to submit a complete proposal along with the enclosures. (The format of proposal is enclosed)
- II. The Concerned Project Institution should bring the achievements in the academic excellence in the lines of the academic grid.
- III. The Concerned Project Institution should submit Faculty and staff development plan (yearly) and international travel plan for faculty of the concerned institution (duly approved by BoG) to SPFU.
- IV. In case of State Government aided/ funded and private unaided institutions, the complete proposal along with BCG's "No-Objection" is to be submitted to SPFU. The State Project Facilitation Unit (SPFU) will put up for decision of the State Steering Committee as per Para 5.1.2.1 (iii) (f).
- V. For C-Is, Chairman, Board of Governor (BoG) will accord approval for the proposal on the basis of scrutiny and recommendation of the Director of the institute.

*Is*

- **Selection Criteria :** The following criteria will be used by the Screening Committee:

S. No.	Particulars	Evaluation Criteria	Points
1	Is the international visit focused on improving the quality of teaching or research (or the institutional effectiveness) of a Project institution?	All the evidence that this criterion has been met is strong and clear	2
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1
		No evidence that this criterion has been met	0
2	Will the applicant benefit from the international visit?	All the evidence that this criterion has been met is strong and clear	2
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1
		No evidence that this criterion has been met	0
3	Is the visit linked to the Institutional Development Proposal objectives and to the current training needs assessment?	All the evidence that this criterion has been met is strong and clear	2
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1
		No evidence that this criterion has been met	0
4	Is the action plan for how the applicant will share the information gained likely to have an impact on others beyond the applicant?	All the evidence that this criterion has been met is strong and clear	2
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1
		No evidence that this criterion has been met	0
5	Has the institution ensured that teaching and research duties will be appropriately continued during the travel period?	All the evidence that this criterion has been met is strong and clear	2
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1
		No evidence that this criterion has been met	0

**Note:** Applicants will have to get a least one point in each category and get a total of at least 7 points in order for the application to be approved.

- **Important points to be noted:**

- The event should be of an international character.
- The applicant should not have availed financial assistance from any other source for the same event.
- Any international tour undertaken without Competent Authority's approval will not be considered a part of the Project and, therefore, expenditure incurred will not be eligible for reimbursement.
- Heads of Institutions will avoid travel during the end of the financial year.
- The period of Study and Networking tours will be limited to seven working days.
- All austerity measures like discount on training fee, accommodation etc. should be availed. The travel will be undertaken only under the available cheapest restricted economy class air fare.
- The officials visiting abroad are required to prepare a detailed report of their visit, clearly specifying the gains and an action plan for implementing the feasible activities.
- The experience will also be shared with fellow faculty of the institution.

**APPLICATION FORM**  
**FOR INTERNATIONAL TRAVEL**  
**UNDER TEQIP-II**

- Name of the Institution
- Project Sub-Component
- Category of the Institution  
(CFI/Govt. funded/  
Govt. Aided/Private Unaided)

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1.	Name of the applicant	:	
	Designation	:	
	Department	:	

2.	<b>Academic Profile:</b>		
	<b>Class/Institution</b>	<b>Year</b>	<b>Subject</b>
	UG		
	PG		
	Ph. D.		
	Post Doctoral		
	Any other		

3.	<b>Experience Details:</b>			
	<b>Experience</b>	<b>Details</b>	<b>Duration</b>	<b>Name of Employer</b>
	i) Teaching			
	ii) Research*			
	iii) Industry			
	iv) Any other			
	<i>*Details of research project may be provided separately, if any</i>			

4.	<b>Publications of the applicant during last five years:</b>				
	<b>S. No.</b>	<b>Particulars</b>	<b>Year</b>	<b>Nos.</b>	<b>Impact factor</b>
	i)	Referred Journals			
	ii)	Books			
	iii)	Proceedings			
	iv)	Popular Articles			
	v)	Patents			

5.	<b>Contribution of the applicant in enhancing academic excellence in the institution:</b>			
	<b>S. No.</b>	<b>Year</b>	<b>Contribution of the Applicant (during last three years)</b>	
			<b>Project Activities</b>	<b>Institution development activities</b>
		2010-2011		
		2011-2012		
		2012-2013		

6.	Name of the International Event	:	
	Venue & Date	:	

7.	<b>Purpose of the event (put a tick mark against the appropriate place):</b>		
	<b>Items</b>	:	<b>Remarks</b>
	a) Paper presentation	:	
	b) Chairing a Session	:	
	c) Keynote Speaker	:	
	d) Study & network tour	:	
	e) Collaboration with the organization	:	



8. Provide write-up on the following (1 page on each) -

(i)	Focus on International visit on improving the quality of teaching and research (or the institutional effectiveness) of a Institution. Objectives of the visit be clearly mentioned.
(ii)	Benefit to the applicant from the International visit and expected outcome from this visit to the institution.
(iii)	Visit linkage to the Institutional Development Proposal objectives and to the current training needs assessment.
(iv)	Plan of the applicant for sharing the gained information with fellow faculty members.
(v)	Alternative arrangement planned by the applicant about the appropriate continuance of the teaching and research duties during the travel period.

9. Travel Plan (from the place of working to the conference & back):

S. N.	Date and Time	Departure	Date and Time	Arrival	Mode

10. Details of Expenditure :

Items	:	Remarks
a) Total air fare by shortest route by economy class	:	
b) Visa Fee	:	
c) Amount of registration fee	:	
d) Accommodation and other logistic arrangement	:	

11. Details of International events attended during last five years (In Chronological order) :

Name of event	Date	Venue	Details of Sponsors

12. Any other information which you may like to furnish in support of your application.

Place :

(Signature of the applicant)

Date :

Encl.: Attach list of enclosures (as Annex 1 to 7)

### Enclosures

S. No.	Description	Annex. No.
1	Application in prescribed format	
2	Invitation letters from the institutions/organization to be visited	Annex-1
3	Daily schedule of activities to be undertaken	Annex-2
4	Availability of budget provisions with break-up of fee charges, accommodation, other logistic arrangements and travel expenses	Annex-3
5	Submission by the concerned Project Institution the progress achievements in summary sheet for review (academic grid)	Annex-4
6	Submission by the concerned Project Institution the faculty and staff development plan (yearly) and international travel plan for faculty of the concerned institution (duly approved by BoG)	Annex-5
7	For Centrally Funded Institutions (CFIs), NOC from BoG for undertaking International travel	Annex-6
8	For State Government aided/funded and Private unaided institutions, NOC from the BoG for undertaking International Travel and recommendation of SPFIJ.	Annex-7