

Travel Grant Scheme For College Teachers / College Librarians / Vice Chancellors / Commission Members And UGC OfficersAre you sure you want to sign out?CancelSign OutEngEnglish/à¸à¸à¸à¸à¸à¸Sign InBackDetailsBenefitsEligibilityApplication ProcessDocuments RequiredFrequently Asked QuestionsSources And ReferencesFeedbackSomething went wrong. Please try again later.OkYou need to sign in before applying for schemesCancelSign InSomething went wrong. Please try again later.OkIt seems you have already initiated your application earlier.To know more please visit CancelApply NowCheck EligibilityMinistry of EducationTravel Grant Scheme For College Teachers / College Librarians / Vice Chancellors / Commission Members And UGC OfficersConferenceGrantInternationalLibrarianTeacherTravelDetailsThis scheme provides financial assistance to permanent teachers and librarians of colleges and vice-chancellors of state universities, deemed to be universities and central universities to present research papers at international conferences abroad. This facility is also available to the permanent teachers of Institutions of National Importance with a cap of 10% of the total approved cases annually. The Commission members and UGC Officers at the level of EO/US and above are also eligible to apply under this scheme.BenefitsFinancial Assistance for the total admissible expenditure such as travel, registration fee, per diem allowance and visa fee.NOTE: 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.EligibilityThe applicant should qualify as one of the following - Permanent Teacher of College, College Librarian enlisted in 2 (f) and 12 B of the UGC Act.Vice Chancellor of State University / Deemed to be University / Central University recognized under sections 2(f) and 12(B) of the UGC Act.UGC Member, UGC Officer and SC/ST/OBC (Non-Creamy Layer) / Physically Handicapped Teacher.Permanent Teacher of an Institution of National Importance.Commission Member or UGC Officer at the level of EO/US and above.Application ProcessOfflineThe application in the prescribed application form along with all necessary enclosures should be sent to: Joint Secretary (Travel Grant), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi- 110002 ï»¿NOTE 1: The application should be sent at least two months prior to the commencement of the conference.NOTE 2: Incomplete applications will not be considered and no correspondence will be entertained in this regard.NOTE 3: The submission of a proposal does not automatically mean that it has the approval of the UGC.Documents RequiredWhile applying - A copy of the paperAn acceptance letter from the organizers of the ConferenceThe full text of the paper proposed to be presented at the Conference.If the paper is co-authored, then a no-objection certificate(s) from the author(s) may be attached to the application. In case of two or more applications for the same paper(s), only one application will be considered.ï»¿While submission of the Claim - A statement of account giving full details of expenditure incurred on various items viz., travel, airport tax, registration fee, visa fee and daily allowance may be filled in Appendix-II ï»¿A utilization certificate in the prescribed format (Appendix III) from the college/university auditor/chartered accountant for the total expenditure incurred on the visit.The details of assistance received or facilities provided by the organisers of the conference or any other similar Indian/foreign agency. The amount made available by the College/University/State Government and other sources. The amount payable for each item by the UGC as per the terms and conditions. A brief note on the participation in the conference. Certificate of participation in the conference. The conversion rate of the US dollar into Indian currency. (From any bank or other financial institution) Original cash memo/Receipt may be enclosed with the claim. If the photocopies are to be submitted then this should be signed by the applicant.Details of the Bank Account of the Principal/Dean/Director may be sent with the claim on the mandate form (Appendix IV). ï»¿NOTE 1: Paging may be done in all the enclosures attached to the claim bill. NOTE 2: No overwriting/correction may be made in the claim bill & utilization certificate. Frequently Asked QuestionsWhat Is The Mode Of Travel Allowed For Participants Selected For The Program?Participants should travel by excursion category tickets in sectors, opting for the cheapest air ticket offered by any airline. The fare should not exceed the Air India fare. Alternatively, for travel from the college headquarters to the nearest airport and back, the actual fare not exceeding AC II Class train fare will be reimbursed.Are There Any Limitations On The Travel Expenses For Vice-Chancellors, Commission Members, And UGC Officers?For Vice-Chancellors, Members of the Commission, and UGC Officers, the entitlement for travel expenses will be as per their respective regulations and guidelines.How Are The Daily Allowances Or Per Diem Payments Calculated?The daily allowances or per diem payments will follow the rates specified by the Government of India. These allowances will be provided for the duration of the conference, including two days before and two days after the conference, which covers the travel period.Who Evaluates The Proposals Received For The Program?The proposals received will be evaluated by subject experts who will thoroughly review the submissions. Based on their recommendation, the UGC will make the final decision regarding the approval of the proposals. However, proposals from Vice-Chancellors, Commission Members, and UGC Officers will be directly approved by the Chairman of the UGC.How Will Applicants Know If Their Proposal Has Been Approved?Once the evaluation process is completed, and the UGC approves the proposal, an approval letter will be sent to the candidate, notifying them of the acceptance of their proposal.When Will The Grant Amount Be Disbursed To The Candidate?The entire amount due to the candidate will be disbursed in one installment after the conference concludes, and the applicant submits all the relevant documents as required for reimbursement.What Documents Are Necessary For The Release Of The Grant?To receive the grant amount, the applicant needs to submit the relevant documents, as specified by the program authorities. These documents may include proof of attendance at the conference, travel receipts, and any other documentation deemed necessary for reimbursement.Are There Any Specific Guidelines For The Submission Of Proposals?The proposals should be duly completed in all respects, providing all the necessary information and documentation as requested by the program. Failure to submit complete proposals may result in disqualification.Can Participants Claim Reimbursement For Any Additional Expenses Incurred During The Conference?Reimbursement is generally limited to the expenses specified in the guidelines, such as travel and daily allowances. Any additional expenses beyond the approved guidelines may not be eligible for reimbursement.Is There A Time Frame For Submitting The Relevant Documents For Grant Disbursement?Participants are expected to submit the required documents promptly after the conclusion of the conference. Adherence to the specified timeline ensures timely processing and disbursement of the grant amount.Sources And ReferencesGuidelinesOkWas this helpful?News and UpdatesNo new news and updates availableShareSomething went wrong. Please try again later.OkYou need to sign in before applying for schemesCancelSign InSomething went wrong. Please try again later.OkIt seems you have already initiated your application earlier.To know more please visit CancelApply NowCheck EligibilityMinistry of EducationTravel Grant Scheme For College Teachers / College Librarians / Vice Chancellors / Commission Members And UGC OfficersConferenceGrantInternationalLibrarianTeacherTravelDetailsBenefitsEligibilityApplication ProcessDocuments RequiredFrequently Asked QuestionsThis scheme provides financial assistance to permanent teachers and librarians of colleges and vice-chancellors of state universities, deemed to be universities and central universities to present research papers at international conferences abroad. This facility is also available to the permanent teachers of Institutions of National Importance with a cap of 10% of the total approved cases annually. The Commission members and UGC Officers at the level of EO/US and above are also eligible to apply under this scheme.OkWas this helpful?ShareNews and UpdatesNo new news and updates availableÂ©2024Powered byDigital India Corporation(DIC)Ministry of Electronics & IT (MeitY)Government of IndiaÂ®Quick LinksAbout UsContact UsScreen ReaderAccessibility StatementFrequently Asked QuestionsDisclaimerTerms & ConditionsUseful LinksGet in touch4th Floor, NeGD, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi - 110003, Indiasupport-myscheme[at]digitalindia[dot]gov[dot]in(011) 24303714Last Updated On : 28/03/2024 | v-2.1.1