

RAVENSHAW UNIVERSITY CUTTACK -753 003

GUIDELINES FOR TRAVEL GRANT SCHEME FOR TEACHERS OF RAVENSHAW UNIVERSITY FOR ATTENDING SEMINARS/CONFERENCES/SYMPOSIA/WORKSHOPS

1. Introduction

The UGC provides financial assistance to permanent teachers of the university to present research/deliver invited talks at national/ international seminars/ conferences/ symposia/ workshops and to preside/chair a session in national/ international seminars/ conferences/ symposia/ workshops.

2. Nature of Assistance

The financial assistance is once in three years for attending reputed international conferences and once in a year for attending reputed national conferences, subject to the availability of the funds under the UGC Plan grant. The consideration and recommendation for travel grant is subject to the fact that the applicant is presenting a full paper in the conference. While approving the assistance, priority will be given to the teachers who have not availed the grant from the university or have the maximum gap between the application and the assistance last availed. The assistance will cover admissible expenditure such as travel, registration fee, per diem allowance, etc. the nature of assistance may be in part or full depending on the available funds and the number of applications.

3. Procedure to Apply for Assistance

The interested teachers of the university should apply through proper channel to the Registrar in the prescribed application format along with all necessary enclosures mentioned in the format at least one month before attending a national conference and two months before attending an international conference. Incomplete applications will not be considered and no correspondence will be made in this regard.

The submission of a proposal does not automatically mean that financial assistance shall be extended to the teacher. 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, only one application will be considered and priority will be given to the first author.

The standing committee shall ordinarily meet once in every three months to consider the application(s) for the sanction of the travel grants. The CCD shall chair the meetings of the standing committee. In case a decision is not communicated to the applicant on the status of the application, the applicant may attend the conference at his/her own cost.

The following documents are required to be submitted at the time of application for consideration and recommendation of travel grant

- i) A copy of the full paper to be presented in the conference/abstract of the invited lecture or keynote lecture
- ii) The acceptance letter/ invitation (as plenary/ invited speaker) by the organizer
- iii) A proposed budget of expenditure
- iv) A copy of the conference circular

The following documents are required to be submitted within one month after attending the conference.

- i. A statement of account giving full details of expenditure incurred on various items (Appendix-I)
- ii. A utilization certificate in the prescribed format (Appendix-II) for the total expenditure incurred during the visit.
- iii. The details of assistance received or facilities provided by the organisers of the conference or any other similar funding agency.
- iv. The amount paid for each item by the university as per the terms and conditions (not applicable to the teachers who have attended the conference before a final decision on their application is taken)
- vii. A brief note on the participation in the conference.
- viii. Certificate of participation in the conference.
- ix. Conversion rate of the US dollar into Indian currency from any bank or other financial institution (in case of international conference)

(Note1: No over writing/correction may be made in the claim bill and utilization certificate. 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 giving justification for not attaching original receipt(s). Paging may be done in all the enclosures attached with the claim bill).

6. Conveyance claim

Persons selected for participation can travel by bus, train not exceeding AC II tier (in case of national conference), or economy class air tickets (in case of international conference; in sectors by the cheapest air ticket by any airlines and in any case not exceeding Air India fare). Actual fare not exceeding AC II Class train fare will be admissible for travel from the headquarters/residence to the nearest airport and back. Actual train/bus fare from the Airport abroad to the town where the conference is held and back is also admissible.

7. Per Diem Payment

For the payment of daily allowance to attend national conference the university rule will be followed. D.A. will be paid for the duration of the conference plus two days i.e. one day before and one day after the conference which will include the travel period. For attending an international conference D.A. will be paid as per Govt. of Odisha guidelines for the duration of the conference plus four days. However, the payment of DA may be in part or full subject to the availability of funds and the number of applications.

8. Procedure for Approval of the Proposal

The proposal(s) received duly completed in all respects will be evaluated by the standing committee constituted for the purpose by the university. The committee will meet ordinarily once in every three months. Based on the recommendation of the committee, a final decision will be taken by the Vice Chancellor and will be communicated by the Registrar.

9. Procedure for release of grant

The entire amount due to the candidate will be disbursed in one instalment as advance. The teacher is required to submit all the documents to settle the advance. In case the teacher attends the conference before the approval and/or release of the travel grant, the payment will be made after submission of all the documents in support of the claim in prescribed formats. Further the teacher is also required to present the proceedings of his participation in the conference before the students and staff of the department.

Terms and conditions for the grant

1. The travel should be in the shortest route. Air travel in economy class is permissible for attending the international conference. Actual fare not exceeding AC-II class train fare will be admissible from the headquarter/residence to the nearest air port and back (tickets to be enclosed).

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) Daily allowance will be paid as per the existing rates of the university. (Attendance certificate may be enclosed).

(Note 1: The above are inclusive rates and cover all expenses on travel abroad, lodging, incidental expenditure and internal travel within the country concerned and no other per diem rate is allowed)

Note 2: In case of International conference only 50 % of the travel cost will be borne by the university. The applicant is encouraged to apply to other funding agencies for additional assistance.

Note 3: In case of National conference, if the applicant wishes to travel by air, he may be permitted to do so at his/her own cost but only an equivalent of AC II train fare will be reimbursed.)

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FORMAT OF APPLICATION FOR FINANCIAL ASSISTANCE TO UNIVERSITY TEACHERS FOR ATTENDING SEMINARS/CONFERENCES/SYMPOSIA/WORKSHOPS UNDER TRAVEL GRANT SCHEME

A) PERSONAL INFORMATION

1. Name
2. Designation
3. Department
4. School

B) CONFERENCE INFORMATION

5. Name and title of the conference/symposium/seminar/workshop to be attended
6. Type of conference (National/International)
7. Name and address of the organizer(s)
8. Duration of the conference from _____ to _____
9. Nature of participation
 - i) Presiding/chairing a session
 - ii) Delivering plenary/invited lecture/keynote address
 - iii) Presenting a paper (oral/poster)
10. Title and author(s) of the abstract
11. Whether the abstract has been accepted (yes/no)
12. Indicate the complete travel plan for attending the conference

C) REQUIRED FINANCIAL ASSISTANCE FROM THE UNIVERSITY

13. Financial assistance to be extended by the university to attend the conference

Demand head	Amount (Rs)
Travel cost	
Registration fee	
Pre-diem (mention no. of days)	

14. Have you approached any other funding agency for the purpose to avail financial support

Head of support	Amount (Rs)	Agency	Status
Travel			
Registration fee			
Any other			

15. Travel grant availed from the university for the purpose during last three years

Name of the conference attended	Place and date	Assistance (Rs) availed	Utilization submitted (Yes/No)	Advance adjusted (Yes/No)

16. Any other information

D) CERTIFICATE

I certify that

- i) The details given above are correct and if the information is found to be incorrect on a later date, entire amount paid by the University will be refunded.
- ii) The expenditure has been utilized for the purpose for which it has been approved in accordance with the terms and conditions laid down by the university.
- iii) In case financial assistance is received from the organizers or any other agency, the amount paid by the University will be refunded immediately within a week after return.

Place
Date

Signature
Designation

Remark by the Head of the Department

Remark by the Chairman, Council of Deans

Remark by the Registrar on verification of record

Remark by the standing committee

APPENDIX-I

Proforma for claiming re-imbursement of the expenditure incurred under the Travel Grant Scheme by the teacher.

1. Name
2. Date of application for travel grant
3. Name & Place of Conference attended
4. Duration of the Conference attended
5. Duration of the stay
6. Detail of actual expenditure incurred:
 - a) Two way Rail fare (up to AC II tier) or actual Bus fare (within India if for attending international conference)
 - b) Two way Air fare by Economy class (for attending international conference)
 - c) Fare from Airport (abroad) up to the venue of the conference & back (for attending international conference)
 - d) Daily allowance for _____ days (give exchange rate of USD if attended international conference)
 - e) Registration fee paid. (Receipt enclosed Yes/No)
 - f) Airport tax paid (Photocopy to be attached). (Receipt enclosed Yes/No)
 - g) Visa Fee. (Receipt enclosed Yes/No)
 - i) Brief note of participation (enclose a separate sheet)
 - j) Attendance Certificate (enclosed Yes/No)
 - k) Assistance received from any other agency
 - l) Balance amount to be reimbursed/ adjusted against advance by the 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 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 university.
3. In case financial assistance is received from the organizers or any other agency, the amount paid by the University will be refunded.

(Signature of Applicant)

CERTIFICATE BY HEAD OF THE HEAD OF THE DEPARTMENT

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

Signature _____

STATEMENT OF EXPENDITURE

1. Name of the teacher
2. Department
3. Name of the conference attended
4. Title of the paper presented in the conference
5. Financial assistance (in Rs) requested to/ received from the university
6. Actual expenditure incurred (in Rs) for attending the conference (as per the bills and vouchers enclosed)
7. Balance amount (in Rs) to be paid by/ refunded to the university (mention cheque/draft No. in case of refund to the university)

Signature of the teacher

Date:

Counter signature of the Head of the Department

Date: