

# **TRAVEL GRANT**

## **GUIDELINES AND APPLICATION FORMAT**

**2003 - 2004**

**FACULTY DEVELOPMENT BUREAU  
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
Indira Gandhi sports Complex, I.P. Estate, New Delhi – 110 002  
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## GENERAL INFORMATION

### The AICTE

The All India Council for Technical Education (AICTE) is a Statutory Body established by the Government of India through Act No. 52 of 1987 with a view to proper planning and coordinated development of Technical Education (TE) system throughout the Country, promotion of qualitative improvement of Technical Education in relation to the planned quantitative growth and the regulation and proper maintenance of norms and standards in the Technical Education system and for matters connected therewith. Technical Education includes the fields of Engineering, Technology, Architecture, Town Planning, Management, Hotel Management & Catering Technology, Pharmacy and Applied Arts & Crafts.

### FACULTY DEVELOPMENT BUREAU (FD BUREAU)

The Faculty Development activities of AICTE operated by FD Bureau are geared to ensure the quality, relevance, excellence and equity in Technical Education through the teachers of technical education. The objectives envisaged are to support programmes aimed at promoting quality of teachers; to promote programmes that facilitate career and faculty development; to recognize and support meritorious teachers; to provide opportunities for upgradation of knowledge and skills of teachers of technical education and working professionals; to encourage research and development.

Following schemes are operated by the FD Bureau of AICTE :-

1. **Travel Grant** enables meritorious teachers to interact at international level Conference / Seminar / Symposium etc. Teachers from AICTE approved Technical Institutions / University departments are eligible for this grant.
2. **Seminar Grant** provides a forum for interaction of academicians and working professionals and opportunity for sharing of innovations and inventions. AICTE approved Technical Institutions / University departments are eligible for this grant. Professional bodies, registered societies, national agencies are also eligible provided that the seminar is organized in collaboration with AICTE approved Technical Institutions / University departments.
3. **Career Award for Young Teachers** identifies young talented teachers for promoting their professional growth by enabling them to devote maximum time in research and study with minimum teaching responsibility.
4. **Emeritus Fellowship** utilizes services of highly qualified and experienced superannuated Professors of Technical Institutions / Universities in stimulating and achieving excellence in Technical Education.

5. **Staff Development Programme** is intended to provide opportunities through AICTE approved Staff Colleges / Institutions for induction training to teachers employed in AICTE approved Technical Institutions to facilitate upgradation of knowledge and skill.
  6. **Visiting Professorship** is aimed at supplementing and providing expertise to teaching / research in those areas in which host institutions do not have the expertise. Eminent scholars holding the post of Professors shall be considered for appointment as Visiting Professors.
  7. **The Scheme for Professional Societies / Bodies** intends to provide limited non-recurring financial assistance to selected technical professional bodies / societies to enable them to meet the expenses towards promotion and development of technical education in their respective professions through various means provided in their objectives.
8. **Early Faculty Induction Programme** aims at attracting bright and young students in AICTE approved institutions to take teaching as their carrier.
9. **Quality Improvement Programmes** is being implemented with the objective of upgrading the expertise, qualification and capabilities of the faculty members of degree level technical institutions. The major activities under the QIP include :-
    - a) **Masters and Doctoral Programmes** : Under this scheme, faculty members of AICTE approved institutions are given opportunity to upgrade their qualifications. Certain selected institutions offer Masters and Ph.D Programmes to the faculty members and they are paid scholarships and contingency grant by the Council. Recently, the facility of pursuing Masters Degree programmes has been extended to approved polytechnic teachers also.
    - b) **Short Term Programme** : In order to upgrade the knowledge and skills of the teachers working in the different institutions in the country, AICTE provides financial assistance for organizing short term training programmes in the emerging areas of Technical Education.
    - c) **Curriculum Development** : The major QIP Centres are provided assistance to organize workshops for curriculum development. This leads to Model Curriculum, which is used as base documents by many institutions.

10. **AICTE-INAE Distinguished Visiting Professorship** AICTE and Indian National Academy of Engineers (INAE) have jointly initiated this scheme. Under this, highly experienced technical professionals from industry visit Technical Institutions for short durations to give state of the art technical lectures for the benefit of students and faculty members. They also help in improving curriculum design and in formulation and guidance on the projects for students.

## **THE SCHEME OF TRAVEL GRANT**

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

The assistance is in the form of Token Travel Grant upto a maximum of fifty percent of the total expenses towards travel (from International Airport to Destination Airport), registration fee and per diem allowance (Days of the conference plus two more days for the journey) on reimbursement basis. However, the Council may grant in exceptional and outstanding cases, young candidates, upto the age of 35 years (40 years for women), 100% financial assistance for participating in any Conference/Seminar/Symposium abroad once in five years.

The amount sanctioned by way of travel grant shall be reimbursed through crossed cheque/draft on receipt of the required documents within one month of the visit.

### **CONDITIONS FOR APPLICATION**

01. The scheme is applicable only to AICTE approved technical institutions / University departments.
02. The applicant must be a full time teacher/educational administrator, must be active in research and / or must demonstrate innovative work in the area of responsibility. The administrator must have contributed a paper based on the applicant's own work and participation in the conference and should contribute to the applicant's professional development.
03. The scheme is operative for attending only International Seminar/ Conference / Symposium and not for attending any Short Term /Long Term training course(s) either within or outside the country.
04. The proposal should reach the Council atleast three months before the dates of the Conference.

- 05.** The grant shall be utilized to meet the travel expenses, registration fee and per diem allowance to attend the International Seminar / Conference / Symposium abroad.
- 06.** The sanction once made to attend a specific conference, can not in any case, be utilized for the purposes of Travel abroad to attend any other Conference.
- 07.** Applicants are required to apply only in the application format provided in this brochure, proposals received on any other format shall not be entertained.
- 08.** Incomplete application shall not be entertained.
- 09.** Application should accompany a copy of the Seminar / Conference / Symposium announcement, letter of confirmation for the paper presentation / chairing the session/ keynote address / any other.
- 10.** The applicant has to perform the journey by Air India only, unless Air India gives an official certificate that there is no flight on the concerned sector (either of Air India itself or in collaboration with some other airlines). In case, journey is performed by any other airline, the airfare approved will not be released.
- 11.** In case any section is not wholly covered by Air India and the journey is performed partly by Air India and partly by any other Airline, the tickets for the entire journey should be purchased from Air India and not the collaborating Airline
- 12.** Only one application for attending one conference at a particular place will be considered.
- 13.** The applicant should travel by shortest route under Economy / Excursion Class only.
- 14.** In case the applicant travels to some place other than the venue approved, a letter has to be submitted from Air India indicating the expenditure that would have been incurred had the applicant traveled to and fro, by shortest route, to the approved venue, on the date of travel, for working out the Air Fare expenditure.

15. The applicant should not have received grant in whole or part from AICTE under the said scheme during the last three / five years as the case may be.
16. The meetings for evaluation of the proposals received under the scheme are generally held in the month of January, April, July and October. Application formats complete in all respect should reach the Council at least three months in advance of the date of the event as well as the AICTE meeting, in the following address :  
  
The Adviser (FD), All India Council for Technical Education, Indira Gandhi Indoor Stadium, Indraprastha Estate, New Delhi – 110002.
17. Applications should be properly bound to avoid any lose paper. The Council shall not be responsible for loss of any documents attached.
18. The applicant should submit the claim for the expenditure actually incurred, in the Claim Form as per Annexure–I duly signed by the Registrar / Principal / Director along with the following documents :
  - i) Bill.
  - ii) Statement of Expenditure along with the copies of Air Ticket (properly legible or in original).
  - iii) Travel Documents.
  - iv) A brief report of the conference.
  - v) A brief report of any other scientific and technical activities under taken.
  - vi) Other visits undertaken during the period, duly signed by the Registrar / Principal / Director.
  - vii) Receipt of the Registration Fee paid.
  - viii) Travel plan
  - ix) Voucher indicating the rate at which foreign currency is purchased.
  - x) Certificate of attendance.
  - xi) Certificate from Air India indicating the shortest route to the venue approved.
  - xii) Feedback form.
19. In case the reimbursement form is not attached with the required documents and not signed by Head of Institution then the claim form will not be entertained.

Hence, it is the responsibility of the applicant to see that claim form is complete in all respects and is properly forwarded.

- 20.** In case an application of a candidate for a particular event (for a particular date as well as a particular venue) is rejected, the same shall not be considered again and no correspondence in this regard shall be entertained by the Council.



