

**PANJAB UNIVERSITY (CHANDIGARH)**  
**OFFICE OF FINANCE AND DEVELOPMENT OFFICER**

To

1. The Dean of University Instructions
2. The Dean Research
3. All Chairpersons/Directors/Coordinator/Head of all Teaching departments, Dean Faculties, Directors of Regional Centre.

No. 10110-12

Date: 1/2/19

Subject: Inviting the proposals for Travel Subsidy under budget head 'Foundation for Higher Education and Research fund'.

Dear Sir/ Madam,

This is for kind information that the proposals are invited for allocation of funds under the budget head 'Foundation for Higher Education and Research fund' which is meant:

1. To provide support to teachers/scientific/ technical officers/Administrative staff, all Administrative Officers of University from Administration, Finance and Examination viz. Pro Vice Chancellor/ Rector Registrars, Finance Officer, Controller of Examination, Librarians and Director Physical Education and other group 'A' Officers in these cadres for participating in international conference/seminars/symposia/ workshops held abroad.
2. International travel fare and maintenance to teachers selected under International collaboration exchange programme of CSIR/INSA and other agencies.
3. International travel grant to teachers and officers for attending training programmes.

A copy of the UGC guidelines in this regard alongwith prescribed proforma inviting proposals for the purpose is attached herewith.

You are requested to please circulate this among the faculty members and proposal/request on the enclosed prescribed proforma may please be sent to this office.

**It may be noted that to evaluate the above proposals the meeting of the committee is being convened regularly with an interval of 2-3 months. However no last date has been fixed for submission of proposal. All the proposal strictly in prescribed format received by office till the date of meeting shall be put up to the committee for consideration.**

Yours faithfully,

  
Assistant Registrar (Accounts G&P)

1. Travel Grant
2. Conferences/Seminars/Symposia/Workshops
3. Publication Grant
4. Appointment of Visiting Professor/Visiting Fellow
5. Day Care Centre
6. Instrumentation Maintenance Facility (IMF).
7. Basic facilities for Women
8. Faculty Development Programme. (Teacher Fellowship for doing M.Phil/Ph.D.)
9. Establishment of Career and Counselling Cell in Universities

9. Travel Grant

9.1 For this scheme the financial assistance will be on the basis of following criteria:

Permanent Faculty Strength as on 1 <sup>st</sup> April of the previous year	UGC support per year (Rs. in lakh)
Up to 300	8.00
Above 300	12.00

**Objectives**

9.2 To provide for Support to Teachers/ Scientific/ Technical Officers/ Administrative Staff, all Administrative Officers of University from Administration, Finance and Examination viz., Pro Vice-Chancellor /Rector Registrars, Finance Officer, Controller of Examination, Librarians, and Director Physical Education and other group 'A' Officers in these cadres for participating in international conferences/ seminars / symposia/ workshops held abroad.

9.3 International travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR/ INSA and other agencies.

9.4 International travel grant to teachers and officers for attending training programmes.

9.5 Support to teachers/ scientific/ technical officers and administrative staff,



viz., Registrars/ Librarians/ Director/ Physical Education for visiting centers of research or to attend academic conferences/ seminars/- symposia/ workshops held in India

9.6 Academic Exchange Programme between Universities within India.

### **Eligibility for Travel Grant**

9.7 Those invited to attend international academic conferences/ seminars/ symposia/workshops. The level of the programme and the standing of the institution organising the event should also be truly international /national/professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.

9.8 Financial assistance may be provided in the following order of preference:-

- i. Teachers delivering key-note addresses/ plenary lectures.
- ii. Those contributing a paper.
- iii. Those invited to Chair a session.
- iv. Those invited under International Collaboration Exchange programmes.
- v. Those invited to give Symposia/ talks/ invited lectures or invited to discuss arts.

9.9 Under this scheme financial assistance to a person for international travel will be available once in 3 years on 100% basis.

9.10 The claim of Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), Minorities candidates may be given preference while considering applications under the scheme.

9.11 The travel grant is not to be utilized for Vice-Chancellor of the University and teachers of affiliated colleges for which a separate scheme exists with the UGC.

### **Procedure of applying for Travel Grant**

9.12 An application for grant may be sent by teachers/ officers concerned to the concerned University authority through the head of the department at least 60 days before the date of the programme along with the following documents.

9.13 Three copies of the full text of documents/ papers prepared by the teachers/ officers for presentation at the international conferences/ seminars/ symposia/ workshops. The details of a training programme, even if of short duration,

should be supplied.

9.14 Brief details of the organizers, title of the programme, place and duration of the conference, etc. in which the paper is proposed to be presented or participation is desired.

9.15 A copy of the letter of invitation from the organizers of the conference/seminar/symposium accepting the paper for presentation, immediately after it is received, or a copy of the letter from the organizers inviting the teachers/officers to chair a session/section and mentioning details of the financial support offered, etc. should be enclosed.

9.16 In case of seminars / symposia / workshops / training programmes of short duration, the invitation or other relevant documents should be attached.

#### **Pattern of Assistance**

9.17 The University may meet a percentage of the admissible expenditure mentioned for travel, airport tax, maintenance and registration charges for assistance out of Unassigned Grant, provided the remaining expenses are met by the University from its own funds, or other sources acceptable to the University. Teachers may also be allowed to bear the balance of expenses from their own resources.

9.18 Persons selected for participation should travel by excursion category tickets in sectors wherever applicable.

9.19 Daily Allowance may be paid at the rates admissible in Government of India. In addition, the charges for accommodation shall be reimbursed, on actual basis as per Govt. of India orders.

9.20 Such of the Teachers/ Officers who are selected for assistance may spend at least 2 weeks in the country where the programme is held and they should utilize the period, outside the programme days, for visiting institutions of their subject field. The work, and the detailed plan of such visits, should be submitted along with the proposal to the University.

**International Travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR, INSA and other Governmental agencies.**

9.21 Teachers going under the International Collaboration Exchange Programme, with INSA, CSIR, DST, ICSSR, ICAR, ICHR, MCI and other agencies, may be provided assistance to the extent of 50% of their travel expenses under this scheme.



(The universities are advised not to provide remaining 50% of the travel expenses from their maintenance grant, as the same will not be reimbursed by the UGC). Other rules and conditions are the same as those governing the travel of teachers for attending programmes abroad as detailed under Group 1.1 heading.

**International travel grant to teachers and officers for attending training programmes, seminars and workshops.**

9.22 The rules and conditions are the same as those governing the travel abroad of teachers under this Travel Grant Scheme. The University/ its Selection Committee may consider the standing/ international reputation of the organizer and decide each case on its merits.

**PANJAB UNIVERSITY, CHANDIGARH**

Subsidy to University teachers/Scientific/Technical Officers/Administrative Staff, viz., Registrar, Librarian and Director, Physical Education, for participation in International Conferences/Seminars/Symposia/Workshops/Training Programmes etc., held abroad.

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**Application Form**

**(To be forwarded through the Head of the Department)**

1. Name in full \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Department \_\_\_\_\_
4. (a) Age \_\_\_\_\_  
(b) Date of Birth \_\_\_\_\_
5. Date of appointment \_\_\_\_\_  
**Date of Confirmation** \_\_\_\_\_  
(a) In this University  
(with designation) \_\_\_\_\_  
(b) In the present post  
(with designation) \_\_\_\_\_
6. Name of International Conference etc.(provide brochure, etc. or photocopy thereof). \_\_\_\_\_  
\_\_\_\_\_
7. (a) Actual date of Conference etc. \_\_\_\_\_  
(b) Period for which leave is required. \_\_\_\_\_
8. Venue: Place & Country \_\_\_\_\_
9. Whether invited to -  
(a) deliver key-note address/  
plenary lecture(attach copy of invitation letter) \_\_\_\_\_  
(b) contribute a paper (oral/  
poster)(attach three copies of abstract/paper and acceptance letter thereof) \_\_\_\_\_  
(c) Chair a session \_\_\_\_\_  
(d) under International Collaboration Exchange Programme \_\_\_\_\_  
(e) give symposium/talk/invited lecture or invited to discuss arts. \_\_\_\_\_
10. Copy of bio-data, including list of publications during the last five years (indicate title of paper name of journal, Vol. No., pages year only papers published in national and International journals be given). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Brief details of the organizers title of the programme, place, duration of the Conference etc. \_\_\_\_\_  
\_\_\_\_\_
12. (a) Cost of return air fare by economy class/excursion fare (attach certificates regarding Air-India, Air fare by economy class-excursion (where available) \_\_\_\_\_  
\_\_\_\_\_
- (b) Cost of maintenance abroad indicating the foreign exchange, if any, likely to be involved/required. \_\_\_\_\_  
\_\_\_\_\_
- (c) (i) Registration fee (advance money refundable if the Conference, etc. is not attended for lack of assistance to meet the total expenses). \_\_\_\_\_  
\_\_\_\_\_
- (ii) Whether the sponsors were requested to waive registration fee; if so, the result thereof. \_\_\_\_\_  
\_\_\_\_\_
13. Whether any part of the expenses including hospitality, will be borne by the sponsors or from any other source; if so, give detailed particulars thereof. \_\_\_\_\_  
\_\_\_\_\_
14. Particulars of financial assistance the applicant has received towards air fare (attach proof): \_\_\_\_\_  
\_\_\_\_\_
- (a) From the organizers \_\_\_\_\_  
\_\_\_\_\_
- (b) From other source(s) \_\_\_\_\_  
\_\_\_\_\_
15. Amount of financial assistance required from the University. \_\_\_\_\_  
\_\_\_\_\_
16. Whether received grant from the University for a visit abroad earlier, if so, give full details regarding the amount and year(s) in which received and the purpose of visit. \_\_\_\_\_  
\_\_\_\_\_
17. Whether received grant from the national funding agency like INSA, CSIR, DST, ICSSR or under Cultural Exchange Programme, etc. during the \_\_\_\_\_  
\_\_\_\_\_

last 5 years for a visit abroad  
(indicate the amount, year and  
purpose etc.).

\_\_\_\_\_

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Certificate by the Head of the Department

The details given above are correct. The application is **Recommended and forwarded.**

Signature of the Head of the Department  
(Official Seal)