

# **X PLAN GUIDELINES**

## **THE TRAVEL GRANT SCHEME FOR COLLEGE TEACHERS/ VICE CHANCELLORS/ COMMISSION MEMBERS**

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**UNIVERSITY GRANTS COMMISSION**

NEW DELHI

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**UNIVERSITY GRANTS COMMISSION**  
**BAHADUR SHAH ZAFAR MARG**  
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**X PLAN GUIDELINES**

**The Travel Grant Scheme for College Teachers/  
Vice Chancellors/Commission Members**

**1. Introduction**

This scheme is for providing financial assistance to permanent teachers of colleges and vice-chancellors of state universities, deemed to be universities and central universities, recognised under section 2(f) and 12 (B) of the UGC Act, to present research papers at international conferences abroad. In addition to this, this facility is available to the permanent teachers of institutions of national importance with 10% slots of the total approved cases in a year. Commission members are also eligible to apply under this scheme,

**2. Objectives**

To enable the permanent teachers in colleges / Vice-Chancellors and Commission members to present their research paper(s) in international conferences.

**3. Nature of Assistance Available Under the Scheme**

The financial assistance for permanent teachers of colleges enlisted in 2 (f) and 12 B of the UGC Act will be limited to 50% of the total admissible expenditure such as travel, registration fee, per diem allowance and visa fee, once in three years. For Commission members and Vice-Chancellors of Universities enlisted in 2(f) and 12 B of the UGC Act, the assistance will be 100% on admissible expenditure once in three years.

**4. Procedure to Apply for Assistance**

The application should be sent to the Secretary, UGC in the prescribed application form along with all necessary enclosures two months prior to the commencement of the conference. Incomplete applications will not be considered and no correspondence will be entertained in this regard. The submission of a proposal does not automatically mean that it has the approval of the UGC. 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(s) only one application will be considered and priority will be given to the first author.

## **B. CONFERENCE DETAILS**

14. Name/title of the conference to be attended
15. Name of the organizers with complete address
16. Name of the country and town where the conference will be held
17. Duration of the conference (date & month)
18. The role of the applicant in the conference/symposium
  - (a) Presiding/chairing a Session (if yes, attach documentary evidence)
  - (b) Delivering a plenary lecture/ invited talk (attach documentary evidence alongwith a copy of the full text of the lecture/talk)
  - (c) Presenting a paper (please attach full paper)
19. Whether the paper has been accepted for presentation? (attach documentary evidence and a copy of the full paper to be presented in the conference).
20. Indicate the mode of presentation (attach documentary evidence) oral/ poster/both
21. Indicate whether the paper has been co-authored. In case it is co-authored give names of the authors alongwith their addresses.
22. Whether 'no-objection' certificate (s) from the co-author (s) have been enclosed? (attach photocopy of the certificate (s))
23. Indicate the complete travel plan from the proposed date and time of departure from the place of working to the conference and back.

24. Do the conference authorities send the paper for review before accepting it?
- (a) If YES, attach the documentary evidence and also the criteria followed by them, if any
25. Indicate the amount to be paid to the organizers as registration fee.
- Assistance required from the Commission
- (a) Travel within India to reach the nearest airport.
- (b) Airfare (both ways)
- (d) Registration fee
- (e) Per-diem required  
(indicate the number of days and the rate)
- Total (in Rs.)
26. Has the applicant approached the organizers/any other agency to:
- (does not apply incase of Vice-Chancellors/ Commission Members)*
- (a) Waive registration fee?
- (b) Support air travel?
- (c) Get the maintenance allowance?
- (d) Support boarding and lodging?
- (e) Any other? (specify)
27. If 'YES' to any one of the above items, indicate the latest position and the amount likely to be made available (attach documentary evidence).
28. Indicate the agency/institution to whom applied for meeting the remaining (50%) cost involved in attending the conference.

29 Has the applicant availed the financial assistance from UGC for attending seminar/conference/symposium etc. in the last 3 years prior to the date of the present conference?

(a) If 'YES' give the details in the following table:

| Name of the conference attended | Place and dates of conference | Financial assistance availed (in Rs.) | UGC sanction letter no. with date |
|---------------------------------|-------------------------------|---------------------------------------|-----------------------------------|
|                                 |                               |                                       |                                   |

30. Proposed date of joining the duty in the institution after the conference is over

31. Any other information the applicant would like to give in support of the case.

I certify that

- (a) The details given above are correct.
- (b) If the information supplied is found to be incorrect at a later date, I shall reimburse the entire money to the Commission.
- (c) The money received will be used for the purpose for which it is requested.
- (d) In case financial assistance is received from the organizers or any other agency I shall pay back the amount granted by the Commission.
- (e) I shall abide by the decision of the Commission.

Place:

Date:

(Signature of the applicant)

Designation

**Certificate by head of the institution:**

I certify that:

- (i) The details given by the applicant are correct.
- (ii) The applicant has not availed the provision in the last 3 years.
- (iii) The college/university/deemed university/central university has been declared fit to receive financial assistance under section 12(B) of the UGC act.
- (iv) The applicant has enclosed all the relevant documents.
- (v) The information provided in the application is correct.
- (vi) In case the institution is found not fit under section 12(B) of the UGC Act even after the approval of the case, the grant will automatically be considered as cancelled.

Signature :

Name :

Designation :

Address :

Office seal :

Date :



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