



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University under Category A by MHRD, Estd. u/s 3 of UGC Act 1956)

Re-accredited with A+ Grade by NAAC. Recognised by UGC Under Section 12 B

Coimbatore - 641 043, Tamil Nadu, India

Policy for Financial Assistance to Teachers for Professional Development

Policy No: AU/P/09
Effective From: 21-07-2015
Revised on: 23-07-2018

Registrar
Avinashilingam Institute for Home Science
and Higher Education for Women
(University Estd. u/s 3 of UGC Act 1956)
Coimbatore - 641 043.

Approved in 108th BOM Held on 23-07-2018 (Revised) - Item No.: 18



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Policy for Financial Assistance to Teachers for Professional Development

1.1 Preamble

The institute adheres to UGC norms for providing financial assistance under Travel Grant for Teachers/ Scientific/ Technical officers/ Administrative Staff/ Administrative Officers for the purpose of participating in local and international conferences/ seminars/ workshops/ training programmes/ academic exchange. The institute has formed a committee to scrutinize the proposals from applicants for 'Travel Grant Assistance' and for allocation and appropriation of funds based on the availability. The travel grant is provided in line with the objectives, eligibility conditions and procedure prescribed by the UGC.

1.2 Financial Assistance for International Travel

1.2.1 Objectives

- 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.
- International travel fare and maintenance to teachers selected under international collaboration exchange programmes of CSIR/ INSA and other agencies.
- International travel grant to teachers and officers for attending training programmes.
- Support to teachers/scientific/technical officers and administrative staff, viz., Registrars/ Librarians/ Director/ Physical Education for visiting centers of

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research or to attend academic conferences/ seminars/symposia/ workshops held in India

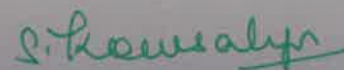
- Academic Exchange Programme between Universities within India.

1.2.2 Eligibility for International Travel Grant

- Those invited to attend international academic conferences/ seminars/ symposia/ workshops. The level of the programme and the standing of the institution organizing the event should also be truly international /national/professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.
- **Financial assistance may be provided in the following order of preference:-**
 - a. Teachers delivering key-note addresses/ plenary lectures.
 - b. Those contributing a paper.
 - c. Those invited to Chair a session.
 - d. Those invited under International Collaboration Exchange programmes.
 - e. Those invited to give Symposia/ talks/ invited lectures or invited to discuss arts.
- Under this scheme financial assistance to a person for international travel will be available once in 3 years on 100% basis.
- The claim of Scheduled Castes, Scheduled Tribes, OBC (non-creamy layer), and Minorities candidates may be given preference while considering applications under the scheme.
- The travel grant is not to be utilized for Vice-Chancellor of the University for which a separate scheme exists with the UGC.

1.2.3 Procedure of applying for International Travel Grant

- An application for grant in the prescribed format of the institute may be submitted by teachers/ officers concerned to the Vice Chancellor through the Research Director, Dean and Head of the Department at least 60 days before the date of the programme along with the following documents.



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- 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.
- 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.
- 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.
- In case of seminars / symposia / workshops / training programmes of short duration, the invitation or other relevant documents should be attached.
- Copy of correspondence requesting/intimating negotiation for Registration fees and accommodation fees.
- Itinerary of Travel.
- Applicants belonging to Non-Creamy layer have to enclose a copy of the community certificate.
- Details of class arrangements during their absence.
- Execution of Bond by the applicant to be made in the prescribed format atleast 10 days before travel.

1.2.4 Pattern of Assistance for International Travel

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

S. Kousalya

Registrar
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- 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.

1.3 International Travel fare and maintenance to teachers selected under International collaboration exchange programmes of CSIR, INSA and Other Governmental agencies.

- 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 1.2 heading.

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

- 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.

1.5 Travel grant to teachers/ research scholars/ Registrars and equivalent position, Librarians, Physical Education Directors for visiting centres of research or to attend academic conferences/ seminars/ symposia/ workshops/ training programmes within India.

- The teachers, scholars and officers mentioned above be permitted to avail of this facility once in six months, so as the benefit can be extended to more and more people.

S. K. Ramesh

Registrar
 Central Board of Secondary Education
 Ministry of Education, Government of India
 New Delhi, India

- TA/ DA as per University rules and Registration fee, subject to a maximum of Rs.10,000/- may be paid on 100% basis, to the teachers, scholars and officers mentioned above selected by the University for assistance under this item. The request for assistance for international and the national programmes may be treated separately and the person need not be denied attendance at the one or the other.

1.6 Travel Grant for Academic Exchange of Teachers within India

- For visits of teachers/ experts/ scientists within the country the following norms shall be followed:
 - a Free accommodation and board to be provided by the host university from its own sources.
 - b. Traveling expenses of the visiting teachers/ experts may be met out of the grant under this scheme according to the rates prescribed by the host institution including air- fare (wherever necessary), with the approval of the Vice-Chancellor.
 - c. The visiting teacher/ expert may be paid an honorarium upto Rs.1000/- per lecture/ seminar. A maximum amount of 3000/- would be admissible for an assignment of not less than two weeks duration.

S. Kowaleyn

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Coimbatore - 641 043, Tamil Nadu, India

Date :

Abstract / Full Article along with Plagiarism report should be submitted along with Form 1

Proforma for Getting Permission for Submission of Abstract /Article to the Workshop / Seminar / Conference
(Form-1)

1. Name of the Staff :
2. Designation :
3. Category : Aided/Temp.Aided/Insufficient Scale/Consolidated/SF Scale /SF Consolidated
4. Department/Faculty :
5. Nature : International / National / Local
6. Type : Workshop / Seminar / Conference / Training
7. Title of the Workshop/
Seminar/Conference :
8. Venue :
9. Organizers Name and Address:
 - a) Govt. / Private :

S. K. Srinivasan

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10. Registration fee if any

11. Date : From To

12. Nature of Participation : Paper presentation / Participation

13. Area of Specialization :

14. Justify
(How the work will help you):

Staff

HOD

Dean

**Director
(R & C)**

Registrar

Vice-Chancellor

Encl: Abstract / Full Article / Plagiarism report

S. K. Koushik

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Coimbatore - 641 043, Tamil Nadu, India

Date :

Form 2 has to be filled and submitted after submission of Form 1 and getting permission from the higher authorities

**Proforma for Getting Permission for Attending the
Workshop / Seminar / Conference**

(Form-2)

Permission for On Duty and Financial Assistance

1. Name of the Staff :
2. Designation :
3. Department/Faculty :
4. Date of Programme : From To
5. Do you have any Scheme : UGC /DST/Others- in operation
6. Budget for TA/DA/ Registration :

7. Mode of Travel : By Bus/Train/Air
- a) Date of Start b) Date of Return
- c) Sponsors contribution if any :
8. Benefits to the University :
9. Arrangement for regular work if any :

S. Lawrence

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10. Date of Submission of Abstract :

11. Date of Acceptance :

12. University approval for Submission
(Enclose Form 1 with permission
obtained from Registrar and Vice Chancellor)

13.a) No.of days availed so far for On Duty in the
current Academic Year :

b) No.of days requesting for On Duty to attend
this Workshop / Seminar / Conference :

Staff

HOD

Dean

Director (R & C)

Registrar

Vice-Chancellor

Encl: Form-1

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Coimbatore - 641 043

Avinashilingam Institute for Home Science and Higher
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**Application For Getting Financial Assistance For Presenting Paper at
INTERNATIONAL ACADEMIC CONFERENCE / SEMINAR / SYMPOSIA
under UGC Unassigned Travel Grant Scheme.**

A. Bio - DATA

1. Name :
Date of birth :
Age :
2. Designation :
3. Name of the Department :
4. Field of Specialization :
5. Whether a member of National :
International professionals bodies :
6. If YES, specify the name of the body :
7. Date of appointment to the present post :
8. Date of confirmation in the substantive post :
9. Date of superannuation :
10. Basic pay :

B. CONFERENCE DETAILS

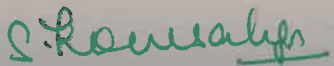
11. Name/title of the conference to the :
attended :
12. Brief details of organizers with complete :
Address :
13. Name of the town where the conference :

S. Kousalya

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will be held

14. Duration of the conference (Date & month) :
15. 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 along with a copy of the text of the lecture / talk) :
- c) Presenting a paper
(Please attach 3 copies of full paper) :
- d) Title of the paper :
16. Whether the paper has been accepted for presentation ? (attach documentary evidence) :
17. Indicate the mode of presentation indicate oral/poster/both (attach documentary evidence) :
18. Indicate whether the paper has been co-authored give names of the authors along with their addresses :
19. Whether "no objection" certificate (S) from The co-author (S) have been obtained YES / NO
20. Indicate the complete travel plan from the Proposed date & time of departure from the Place of working to the conference and back :



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Aryaashilpam Institute for Home Science
and Higher Education for Women
Gurukulam Estate, 108/00C, A-1, 25th
Calicut Road - 547042

21. Assistance required from Unassigned Grant

S.No.	Particulars	Amount
01.	Fare by train/bus to travel within India to reach and nearest airport & back	
02.	Airfare (both ways) by economy class or excursion ticket not exceeding Air India fare)	
03.	Airport tax	
04.	Registration fee (attach documentary evidence)	
05.	Maintenance allowance required (Indicate the number of days and the rate)	
	Grand Total Rs.	

*** * *** Please attach supporting documents for airfare, airport tax from Air India & Conversion rate from S.B.I.

22. Has the applicant approached the organizers / any other agency to :

- [a] Waive registration fee?
- [b] Support air travel?
- [c] Get the maintenance allowance?
- [d] Support for boarding and lodging?
- [e] Any other? (specify)

23. If YES, to any one of the above items: Indicate the latest position and the Amount likely to be made available.

(attach documentary evidence)

S. K. Srinivas

Registrar
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24. Has the applicant availed the financial assistance from Unassigned Grant for (attending Seminar / Conference / Symposium etc. in the last six months / prior to the date of the present conference ?

If yes, give the details as follows;

NAME OF THE CONFERENCE ATTENDED	PLACE & DATES OF CONFERENCE	FINANCIAL ASSISTANCE AVAILED (IN Rs.)	UNIVERSITY SANCTION LETTER NO. WITH DATE

25. 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 University.
- c. The money received will be used for the purpose for which it is requested.
- d. In case financial assistance is received from the organization or any other agency, I shall pay back the amount granted by the University.
- e. I shall be abide by the rules & regulations of the University and U.G.C.

(Signature of the applicant)

Place:

Date :

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**Avinashilingam Institute for Home Science and Higher Education for
Women, Coimbatore 641 043**

**Application for getting Financial Assistance for presenting paper at
INTERNATIONAL ACADEMIC CONFERENCE/SEMINAR/SYMPOSIA under
UGC unassigned Travel Grant Scheme**

**Check List
(Details to be submitted by the applicants)**

Phase I – Permission to apply

The teacher needs to submit the following to obtain permission to apply

1. Call letter / announcement
2. Abstract
3. Permission request

Phase II – After acceptance of paper

1. Three copies of the full paper prepared by the teacher for presentation.
2. Brief details of the organizers, Title of the programme, Place and duration of the Conference.
3. Copy of the Invitation Letter (Specifying Registration Fee, Accommodation Fee and Travel Expenses (Air India) and copy of the registration fee receipt if already paid.
4. Letter of Acceptance from the Organiser of the Conference.
5. Copy of subsequent correspondence intimating negotiation for Registration fees and accommodation fees.
6. Itinerary of Travel to be enclosed.
7. For Applicant belonging to Non-Creamy layer (SC/ST/OBC) copy of the community certificate to be enclosed.
8. Selected teachers may be permitted to spend 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. They should submit the Itinerary for the programme period and also a detailed report after they return.
9. Details of class arrangements during their absence.
10. Execution of Bond by the applicant should be made in the prescribed format atleast 10 days before travel.

S. Kousalya

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Report of Participation in International Conference / Seminar / Symposia etc. by
the Faculty Member Supported by U.G.C. Unassigned Grant Scheme

UNIVERSITY COMMITMENT LETTER NO.& DATE:

1. NAME OF THE FACULTY MEMBER :

.....
.....
.....

2. ADDRESS :

.....
.....
.....
.....

3. NAME OF THE CONFERENCE :

.....
.....
.....

4. PLACE :

.....

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5 DURATION OF CONFERENCE :

6. (i) ORGANIZATION OF CONFERENCE (NO OF PARTICIPATING COUNTRIES, NO OF PAPER PRESENTED etc.) (NOT MORE THAN 100 WRDS)

.....
.....
.....
.....
.....

(ii) ACADEMIC HIGHLIGHTS OF THE CONFERENCE INCLUDING MAJOR RECOMMENDATIONS AND THE FOLLOWING:

(1) NEW DEVELOPMENT PRESENTED AT THE CONFERENCE

.....
.....
.....

(2) NEW DEVELOPMENTS RESULTING FROM THE CONFERENCE. [200 WORDS]

.....
.....
.....
.....

(3) NAME OF THE PUBLICATION IN CASE YOUR WORK IS FOR RECOMMENDED PUBLICATIONS:

.....

S. Poornima

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7. PARTICIPANTS CONTRIBUTION TO THE CONFERENCE. [100 WORDS]

.....
.....
.....
.....

8. GROUP OF INDIAN SCIENTISTS WORKING IN THE SUBJECT AREA OF THE CONFERENCE PLEASE LIST THEM WITH ADDRESSES:

.....
.....
.....

9. VISITS TO OTHER SCIENTIFIC INSTITUTIONS, UNIVERSITIES & LABORATORIES DURING YOUR PARTICIPATION IN THE CONFERENCE. (*INFORMATION IN DETAILS, WHEREVER APPLICABLE IS TO BE GIVEN IN SEPARATE SHEETS*)

.....
.....

PLACE:

DATE:

(Signature of the Staff)

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