

TRAVEL GRANTS SCHEME RULES

As per UGC norms, the proposals in following prescribed form with essential documents for permission and financial assistance to attend International Conference / Seminar / Workshop / Symposium etc. to be **held abroad** should be received in the University office 30 days before the date of the programme/ conference, etc.

- 1) Acceptance Letter.
- 2) Research paper – 4 copies.
- 3) Brochure of the conference.
- 4) Covering Letter of the concerned college.
- 5) Experts list.
- 6) Permission of Hon. Chancellor's Office for Conference attendance.
(as per Letter No. CS/GEN/37/16/(8624)/2162 dtd. 18 August 2016)
- 7) No Objection Certificate (wherever applicable)
- 8) If any documents of Conference.



SHIVAJI UNIVERSITY
Director, ECUD's Office
Date: 26 AUG 2016
Inward No. : 352
To Whom : P. J. Senigra

CS/Gem/37/16/(8624)/2162

RAJ BHAVAN
MALABAR HILL
MUMBAI 400 035

18 August 2016

Subject : Regarding foreign visits of Vice-Chancellors and other officers of Universities in Maharashtra.

Dear Dr. Shinde,

The Vice-Chancellors of the State Universities submit proposals to the Chancellor seeking permission for their visits abroad in connection with the academic matters, collaborations with foreign Universities and also to attend Conferences based on the invitations extended by the foreign Universities and International organizations. It is observed that they are offered foreign hospitality, by the above mentioned organizations, in the form of air fare, accommodation and transport. They accept the foreign hospitality without making a reference to the Ministry of Home Affairs (MHA) on the ground that the Universities are autonomous and the academic exchanges and collaborations with foreign Universities do not require clearance of the MHA as required under the Foreign Contribution (Regulation) Act (FCRA), 2010.

In this regard a clarification was sought from the Government of India (GoI), Ministry of Home Affairs (MHA) vide letter dated 18.07.2016. In response to this, the GoI, MHA has clarified vide letter dated 30 July 2016 that any person including the Vice-Chancellors and Teachers of the Public Universities is required to seek permission from the MHA to accept foreign hospitality under Section 6 of FCRA 2010 which reads as follows :

Restriction of acceptance of foreign hospitality U/s 6 of FCRA, 2010 -

SHIVAJI UNIVERSITY

"No member of a Legislature or office bearer of a political party or Judge or Government servant or employee of any Corporation or any other body owned or controlled by the Government shall, while visiting any country or territory outside India, accept, except with the prior permission of the Central Government, any foreign hospitality".

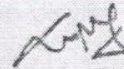
"U/s 2(1)(j)(ii) of FCRA, 2010 any international agency of United Nations or any of its specialized agencies, the world Bank, International Monetary Fund or such other agency as the Central Government may, by notification, specify in this behalf; have been exempted from prior permission of the Central Government for accepting any foreign hospitality "

In view of the above, Hon'ble Chancellor has directed that the Vice-Chancellors, Teachers and other officers of all the Universities in Maharashtra are required to obtain clearances from Ministry of Home Affairs (for accepting foreign hospitality) and Ministry of External Affairs (for political clearance) while undertaking visits abroad.

After the administrative approval by the Hon'ble Chancellor, the Vice-Chancellors will have to obtain the necessary clearances from the Ministry of Home Affairs and Ministry of External Affairs before undertaking foreign visits and without the approval they should not undertake any foreign visit in future.

With regards,

Yours Sincerely,



(B. Venugopal Reddy)

Dr. Devanand B. Shinde,
Vice-Chancellor,
Shivaji University,
Kolhapur - 416 004.



SHIVAJI UNIVERSITY, KOLHAPUR

Application form for grant of financial assistance on account of travel expenses for attending International Conferences / Seminar /Congress / Symposia etc. held abroad.

1. Name of the Teacher beginning with Surname : -----
2. Name of University Department / : -----
Affiliated Colleges : -----
3. Caste : -----
4. Designation : -----
5. Permanent Address : -----
: -----
- a) College E-mail : -----
- b) Self E-mail : -----
- c) Mobile No. : -----
6. Teaching experience : -----
(No.of years) : -----
7. Record of Employment : -----
8. Membership of professional organization and Participation in them : -----
9. Details of Research Work : -----
- 10.Details of significant publication : -----
- 11.Details of Travel abroad in the past : -----

Country	Year	Duration	Purpose of Visit	At whose cost

12. Details of International Conference you desire to attend
 - i. Name of the Conference : -----
 - ii. Venue : -----
 - iii. Duration of the Conference : -----
13. Out of the following in which capacity you are attending this Conferences/ Seminars etc.
 - i. Teachers delivering key-note address/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 attend Symposia/ give talks / lectures or invited to discuss arts.

vi. Those not covered under any of the above categories but the participation of the person would enhance the academic development of the teacher or result in enhancing the image of India's institutions abroad.

14. Whether you have submitted a paper : -----
to the Conference and it is accepted : Yes/ No

15. If yes, enclose 4 copies of the paper : -----

16. Details of the facilities offered by the sponsors of the Conference

Item	Yes/No
Travel	
Lodging/ Boarding	
Registration Fee	
Any other	

17. Details of travel expenditure only in terms of Indian Currency: Rs. Ps.

1. Air travel expenses to and from

From _____ to _____

From _____ to _____

2. Visa Charges : -----

3. Airport Tax : -----

4. Registration Fee : -----

5. Accommodation Charges : -----

6. Travel within country from

Headquarter to Airport and Back : -----

7. Daily allowance : -----

18. Financial assistance expected from source other than the State Government like Govt. of India, University Grants Commission, College, his / her own contribution. _____

19. List of experts along with their address. (in the enclosed proforma) for getting the paper evaluated (separate sheet is attached)

20. Any other information you desire to give.

Place:-

Signature

Date:-

Designation

Recommendation of the Head of Institution

Place:-

Signature

Date:-

Designation

NO OBJECTION **CERTIFICATE**

*We, the following teachers have submitted the Research paper for the
Conference/ Seminar to be held at-----on-----
---*

*Dr./ Shri/ Smt. ----- alone is
attending*

*the said Conference on behalf of us. We have No Objection for attending and
sanctioning the financial assistance to him for presenting our research paper in
the said Conference.*

Name of the Author/ Co-authors

1) Name :

Signature

Name and Signature of the
Author/ Co-author attending the
Conference

2) Name :

Signature

Name :

Signature :

3) Name :

Signature



SHIVAJI UNIVERSITY, KOLHAPUR

List of Experts with their address for Travel Grant

Applicant : ----- IN MAHARASHTRA

Sr. No.	Name of the expert	Address	Specialization	Latest Publication of International Repute			Communication details
				Name of the Book/ Journal	Volume No.	Year of Pub.	
1.							
2.							
3.							
4.							
5.							



SHIVAJI UNIVERSITY, KOLHAPUR

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OUT OF MAHARASHTRA

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1.							
2.							
3.							
4.							
5.							



SHIVAJI UNIVERSITY, KOLHAPUR

Prescribed form for submitting the report of the Conference/ Seminar/ Workshop/ Training Course, etc.

I) PERSONAL INFORMATION OF THE DELEGATE			
1.	Name	:-	
	Designation	:-	
2.	Name of the Conference/ Seminar/Workshop / Training course.	:-	
	Venue	:-	
	Date	:-	
3.	Does the delegate hold any office or position in the Conference/ Seminar ? If yes, give details.	:-	
4.	Has the delegate any abiding relation with this or any other Seminar/ Conference?	:-	
5.	Whether the delegate has attended the Conference or Conferences before? If so, when and where?	:-	
II) INFORMATION REGARDING THE PAPER			
6.	The title of the paper presented by the delegate	:-	
7.	Whether the paper presented in the University /College	:-	Yes / No (Attach report signed by the Head of the Department / Principal)
8.	The session to which the paper was presented at the Conference	:-	
9.	What is the contribution of the paper? Does it bring out any new facts to light? Does it re-state the position more correctly? What does the paper purport in general terms?	:-	
10.	How many papers of this nature were contributed by other delegates at the Conference?	:-	

11.	What was the general discussion or reaction to the meeting? Is the delegate pursuing the topic further?		
12.	How has the topic of the paper arisen from the delegate's studies or researches?		
13.	Whether papers on the same subjects were read in the Conference? Give the name of the delegate and title of the paper		
14.	In the light of the discussion and from the papers read at the conference has the delegate to suggest any qualifications in the course of the subject and if so, what?		
III) INFORMATION REGARDING THE PARTICIPATION IN THE DISCUSSION AND PROCEEDINGS			
15.	In what other respects the delegate participated in the deliberations of the conference?		
16.	Whether such work is being undertaken in other institutes or Universities?		
17.	What other academy activities of the conference, the delegate has participated in?		
IV) CONTRIBUTION IN THE OPINION OF THE DELEGATE, IF ANY, TO THE DEVELOPMENT OF ACADEMIC TYPE			
18.	What were the decisions taken in the Conference?		
19.	Any fresh idea the Conference has suggested to the delegate which would contribute to the development of academic life in Shivaji University		

Date: -

Signature of the Teacher

Signature of the
Head of the University Department

Signature of the
Principal of the College