

## **All India Council for Technical Education**

### **The AICTE**

The All India Council For Technical Education (AICTE) is a statutory body established by the Central Government through Act No. 52 of 1987 with a view to the 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 for the purpose of the Act includes the fields of Engineering, Technology, Architecture, Town Planning, Management, Pharmacy and Applied Arts & Crafts.

### **BUREAU OF CAREER DEVELOPMENT (CD BUREAU)**

The Career Development activities of AICTE operated by CD Bureau are geared to ensure quality, relevance, excellence and equity in Technical Education through the technical teachers. 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 technical teachers and working professionals; to encourage research and development; and to formulate schemes for facilitating participation of women in Technical Education.

Following schemes are operated by the CD Bureau of AICTE:

1. Scheme of Travel Grant enables meritorious teachers to interact at International level in Conferences/Seminars/Symposium etc. Teachers from AICTE approved technical education institutions are eligible for this grant.
2. Scheme of Seminar Grant provides forum for interaction of academicians and working professionals and opportunity for sharing of innovations and inventions. AICTE approved technical education institutions 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/universities.
3. Scheme of Career Award for young teachers identifies young talented teachers for promoting their professional growth by enabling them to devote maximum time in research study with minimum teaching responsibility.
4. Emeritus Fellowship utilizes the services of highly qualified and experienced superannuated Professors at Technical Education Inst./Univ./Colleges in stimulating and achieving excellence in Technical Education.
5. Scheme of Faculty Development is intended to provide opportunities through AICTE approved Staff Colleges/Institutions for induction training to teachers employed in AICTE approved institutions in Engineering, Pharmacy, Management and Architecture disciplines to facilitate upgradation of knowledge and skill.
6. Scheme of Visiting Professorship is aimed at supplementing and providing expertise to the teaching/research in those areas in which the host institutions does not have the expertise. Eminent scholars holding the post of Professor shall be considered for appointment as Visiting Professor.

Detailed guidelines of the Scheme of Travel Grant are given in subsequent pages.

## **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 & Crafts and such other areas as per the AICTE Act. The scheme is aimed to promoting Research and Development in technical education by providing opportunity to the meritorious teachers to interact at International level.

Eligibility demands that the applicant must be a full time teacher, possessing Doctorate Degree and employed in University/Institution/College recognized by the AICTE.

Financial assistance would be extended only to those applicants who have not received grants towards travel expenditure (either whole or in part) during the last three years for attending any Conference / Seminar / Symposium held abroad. The teacher is expected to travel by shortest route under Economy Excursion class by Air India.

The assistance is in the form of Token Travel Grant upto a maximum of fifty percent of the total expenses towards travel, registration fee and per diem allowance (Days of conference plus Two more days for Journey) on reimbursement basis. However, the Council may encourage, in exceptional outstanding cases, young engineers / technologists, upto the age of 35 years, by providing 100% financial assistance for participating in any Conference / Seminar / Symposium held abroad once in five years.

The amount sanctioned by way of travel grant shall be reimbursed through crossed cheque / draft on receipt of TR-42 (pre stamped receipt and certificates) bill; statement of expenditure along with the copies of Air ticket, travel document; a brief report of the conference, other scientific and technical activities and other visits undertaken during that period duly signed by the Registrar / Principal / Director.

The scheme is operative for attending only International Seminar / Conference / Symposium and not only attending any Short term / long term training course either within or outside the Country.

## **CONDITIONS**

1. The proposal should reach the Council well before the dates of Conference.
2. The grant shall be utilized to meet the travel expenses, registration fee and per diem allowance (Days of conference subject to maximum of three days + Two more days for Journey) to attend the International Seminar / Conference Symposium abroad.
3. The grant shall not be utilized for attending any course / training / research (long term / short term) programme.
4. 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 Conferences.
5. Applicants are required to apply only in the application format provided in this brochure.
6. Incomplete applications shall not be entertained.
7. Applications should accompany a copy of seminar announcement, letter of confirmation for paper presentation / chairing the session / keynote address / any other.

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION  
APPLICATION FORM**

**SCHEME OF TRAVEL GRANT**

Code No.

For office use only

**A. BIO-DATA**

1. a) Name and Address

b) Designation

2. a) Date of birth

b) Age

c) Sex

d) Category GEN/SC/ST/OBC

3. Is the Institution College/Dept. recognized by AICTE

Yes

No

4. Field of specialization:

5. a) Academic Record

Class/Institution	Year	Subject	Marks
UG			
PG			
Ph.D.			
Post Doctoral			
Any other			

b) Publications (Mention only No. of publications during the last five years)

	Year	No.
i) Referred Journals		
ii) Books		
iii) Proceedings		
iv) Popular Articles		

c) Awards/Prizes

Name	Year	Amount

d) Employment Record (from present to past)

Institution	Year (from to)	Designation	Pay drawn (Basic, Emolument & Total)

e) Experience

	Details	Duration	Name of Inst.
i)	Teaching		
ii)	Research		
iii)	Industry		
iv)	Any other		

## B. CONFERENCE DETAILS

6.
  - a) Name of the Conference
  - b) Theme
  - c) Venue & Date
  - d) Nature of Conferences/Symposium
7. Purpose of Visit (put a tick mark against the appropriate place)
  - a) Chairing a Session
  - b) Invited talk/Delivering Plenary Lecture
  - c) Oral presentation
8. Details of papers
  - a) No. of Papers to be presented
  - b) Title of the paper, to be presented
  - c) Nature of Paper (Single/Co-authored)
9. Travel Plan (from the place of working to the Conference & back)

Date	Time	From	To	Mode

10. Details of Expenditure
  - a) Head
    - (i) Local Travel
    - (ii) Air fare (excursion economy class only)
    - (iii) Registration fee Equivalent in @ Rs.
    - (iv) Per diem
  - b) Total Expenditure
11. Particulars of Financial Assistance acquired/being acquired from other funding agencies
  - (i) Funding Agency (U.G.C., DST, INSA, CSIR Organizers, Univ. & Others)
  - (ii) Head (Travel , Air fare, Reg. Fee & per diem)
  - (iii) Amount requested

(iv) Amount Sanctioned

12. Assistance required from AICTE

13. Details of International Conference, attended in the last years, if any (Name of Conference Venue, date, funding agency and amount)

14. Any other information

### **C. CERTIFICATE**

I. I certify that (a) the details given above are correct (b) if the information supplied is found to be incorrect on later date I shall reimburse the entire money to the council, (c) the money received will be used for the purpose for which it is sanctioned, (d) in case financial assistance is received from the organizers or any other agency. I shall pay back the amount granted by the Council and (e) I shall abide by the decisions of the Council.

Place

Date

(Signature of the applicant)

## **CERTIFICATE FROM THE 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 Univ./Inst./College has been approved by the AICTE.
- (iv) Applicant has taken permission from the institution

Signature  
(Head of the Institution)

Name in Block letters

Date

Address

Office Seal



## RECORD SHEET

(To be filled by the applicant in bold letters on a separate sheet)

1. a) Name  
b) Designation  
c) Address (Office & Residence)
2. Is the Dept./College, recognized by AICTE (Yes/No)
3. Area of Specialization (Major/Ancillary)
4. a) International Cont./Seminars/Symposium  
b) Venue  
c) Date  
d) Organizers
5. a) Whether visited abroad during last 3 years:  

Yes .....

No.....

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c) If yes place visited
6. Paper presentation Oral ..... Invited talk .....  

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Chairing session .....  

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7. Amount requested from AICTE : Rs.
8. List of documents to be enclosed (Tick for those enclosed)
  - a) Conference Announcement .....
  - b) Copy of abstract .....
  - c) Complete paper .....
  - d) Letter of acceptance from Organizers .....
  - e) Letter from organizers giving evidence for registration fee & duration (days) of conference/seminar/symposium.
  - f) Copy of letter from organizers to chair a session/deliver plenary talk/invited lecture.
  - g) No objection Certificate from Co-authors

- h) Air India Certificate indicating the return air fare through Excursion Class.
  - i) Evidence of assistance acquired from other sources.
9. Any other
- j) List of publication in referred journals (only those which appeared during past 5 years).
  - k) Certificate of award/prize won (if any).

Signature of applicant

Name