

F. No. 16-49/2013, TS.VII
Government of India
Ministry of Human Resource Development
Department of Higher Education
(Technical Section - VII)

New Delhi 23rd September 2014

To,

Prof. A.U. Digraskar,
Central Project Adviser,
National Project Implementation Unit (NPIU),
Ed.CIL House,
Plot No. 18A, Sector 16A,
Noida – 201 301

Sub: Revised International Travel Guidelines – reg.

Sir,

I am directed to refer to NPIU's letter No. AC/TEQIP-II/Int. Travel/2014 dated 10th September, 2014 on the subject cited above and to say that this Ministry has accorded the approval of Revised International Travel Guidelines (copy enclosed) with all the points which have been discussed and incorporated.

2. It is requested that the necessary action may kindly be taken under intimation to this Ministry.

Yours faithfully,

Encl: as above



(Daulat Ram)

Under Secretary (TC)

Tele : 011 – 23381095

REVISED GUIDELINES FOR INTERNATIONAL TRAVEL

1. Introduction:

These Guidelines are framed to ensure that all international travel related to the Project are undertaken as per the set procedure as outlined hereunder.

Only the Faculty, Heads of the Departments, Heads and PhD students of the project institutions, State officials handling the Project, Directors of Technical Education, SPFU officials, vice-chancellors of affiliating universities and MHRD/NPIU officials are eligible for international travel under the Project. The purpose of international travel can be:

- a) Presentation of Papers in International seminars, conferences, etc.
- b) Invitation to chair a session
- c) An invitation to deliver a key note address in International seminars, conferences, etc.
- d) Study and networking tour.
- e) Enhancing subject knowledge and research competence.
- f) Collaboration with the organization.

The objective of the International Travel Support Scheme is to enable participants to improve the quality of education at Project Institutions (in the case of academic travel) or the administrative effectiveness of Project Institutions (in the case of Heads of institutions, or state/national officials). Participants therefore will need to show not only what they expect to learn or gain from the international experience but also how that experience will be shared with their institution and result in concrete activities at the institutional level.

2. Institutions Eligibility:

For the faculty of a Project Institution to be eligible for the International Travel, it is mandatory that the institution must at least meet 8 out of 10 Assessment Indicators as given below:

- I. Autonomy obtained or applied for
- II. BoG composition as per the prescribed structure and availability of BoG minutes on the website
- III. Atleast one Mentoring completed and the report submitted
- IV. Atleast one Performa Auditing/Data Auditing completed and the report submitted
- V. 50% of the eligible programmes should have been accredited or applied for accreditation
- VI. Governance Self Review submitted
- VII. Expenditure of atleast 60% against the total funds received
- VIII. 100% Commitment against the total funds received
- IX. Statutory Audit completed (2013-14)
- X. Completed at least 70% data entry in MIS

3. Procedure:

The Concerned Project Institution should prepare international travel plan for Director/ Faculty of the concerned institution, and obtain the approval of the BoG.

Applicants for undertaking International Travel are required to submit a complete proposal along with the enclosures to the SPFU, through the Director of the Project Institution. The

achievements in the academic excellence in the lines of the academic grid, with specific contribution of the concerned faculty desirous of availing International Travel facility under the Project be clearly mentioned in the proposal.

Detailed Procedure for approving the International Travel:

Applications from the Institutions meeting 8 out of 10 Assessment Indicators (as given at pt. No. 2) only shall be eligible for International Travel. An undertaking in this regard should be submitted to the SPFU.

- a) In case of State Government aided/funded and private unaided institutions:
- The Project Institutions shall constitute an internal scrutiny committee; consisting of senior faculty members. The internal scrutiny committee shall scrutinize the received proposal (format enclosed as Annex-I) and submit the report to the Director, along with the proposals.
 - The Director shall forward the proposal to the BoG with his remarks on the findings of the internal scrutiny committee.
 - The BoG will accord **"in principle"** approval for the proposal on the basis of scrutiny report and the recommendation of the Director of the Institute.
 - The Institute will send the proposal with remarks of the BoG to the SPFU for further processing.
 - **SPFU will ensure the eligibility of the institution w.r.t the performance assessment and** scrutinize the received proposal as per the checklist (Annex-II) and submit the proposal with its observation to the "Screening Committee"
(A Screening Committee be constituted by the State Steering Committee (SSC) consisting of senior academicians)
 - The screening committee shall evaluate the proposal as per the criteria suggested in Annex-III and advice the State Project Advisor (SPA), at SPFU. If deemed necessary, the Screening Committee may seek opinion from external theme experts before arriving at a conclusion.
 - On the basis of advice received from the Screening Committee; the SPA, SPFU shall submit a consolidated report to the NPIU.
 - Further, NPIU shall forward the State's consolidated reports to the MHRD for the approval. The decision of the MHRD will be communicated to the SPFU by the NPIU. SPFU shall further communicate it to the concerned institutions.
- b) In case of Centrally Funded Institutions (CFIs):
- **The CFIs TEQIP Unit will ensure the eligibility of the institution w.r.t the performance assessment.**
 - The Project Institution meeting the eligibility shall constitute an internal scrutiny committee; consisting of senior faculty members. The internal scrutiny committee shall scrutinize the received proposal (format enclosed as Annex-I) and submit the report to the Institutional TEQIP Unit, along with the proposals.
 - The CFIs TEQIP Unit will scrutinize the received proposal as per the checklist (Annex-II) and submit the proposal with its observation and the remarks of internal scrutiny committee to the "Screening Committee".
(A Screening Committee be constituted by the BoG of the institution consisting of senior external experts)
 - The screening committee shall evaluate the proposal as per the criteria suggested in Annex-III and advice the Director of the institution. If deemed necessary, the

