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

Screening Committee may seek opinion from external theme experts before arriving at a conclusion.

- The Director shall forward the proposal to the BoG with his remarks along with the remarks of the Screening committee.
- The BoG will accord approval for the proposal on the basis of report of the screening committee and the recommendation of the Director of the Institute.
- The Institute will send the proposal with remarks of the BoG to the NPIU for further processing.
- NPIU shall forward the proposal to the MHRD for the approval. The decision of the MHRD will be communicated to the concerned CFI by NPIU.

c) **Academic visits for reading papers on invitation/acceptance shall be approved by State Govt. for State Institutions & BoG for Centrally Funded Institutions.**

4. **Important points to be noted:**

➢ The event should be of an international character.

➢ The applicant should not have availed financial assistance from any other source for the same event.

➢ Any international tour undertaken without Competent Authority's approval will not be considered a part of the Project and, therefore, expenditure incurred will not be eligible for reimbursement.

➢ Heads of Institutions will avoid travel during the end of the financial year.

➢ The period of tours will be limited to seven working days.

➢ All austerity measures like discount on training fee, accommodation etc. should be availed. The travel will be undertaken only under the available cheapest restricted economy class air fare.

➢ The officials visiting abroad are required to prepare a detailed report of their visit, clearly specifying the gains and an action plan for implementing the feasible activities.

➢ The experience will also be shared with fellow faculty of the institution.

PROPOSALFOR

INTERNATIONAL TRAVEL

UNDER TEQIP-II

- Name of the Institution   : _____

- Project Sub-Component   : _____

- Category of the Institution   : _____
  (CFI/Govt. funded/Govt.
  Aided/Private Unaided)

1.

Name of the applicant	:	
Designation	:	
Department	:	

2.

Academic Profile:		
Class/Institution	Year	Subject
UG		
PG		
PhD.		
Post Doctoral		
Any other		

3.

Experience Details:			
Experience	Details	Duration	Name of Employer
i) Teaching			
ii) Research*			
iii) Industry			
iv) Any other			

*Details of research project may be provided separately, if any

4.

Publications of the applicant during last five years:				
S. No.	Particulars	Year	Nos.	Impact factor
i)	Referred Journals			
ii)	Books			
iii)	Proceedings			
iv)	Popular Articles			
v)	Patents			

5.

Contribution of the applicant in enhancing academic excellence in the institution:			
S. No.	Year	Contribution of the Applicant (during last three years)	
		Project Activities	Institution development activities
	2010-2011		
	2011-2012		
	2012-2013		
	2013-2014		
	2014-2015		

6.	Name of the International Event	:	
	Venue & Date	:	

7. Purpose of the event (put a tick mark against the appropriate place):

	Items	:	Remarks
a)	Paper presentation	:	
b)	Chairing a Session	:	
c)	Keynote Speaker	:	
d)	Study & network tour	:	
e)	Enhancement of subject knowledge and research competence	:	
f)	Collaboration with the organization	:	

8. Provide write-up on the following (1 page on each) :

(i)	Focus on International visit on improving the quality of teaching and research (or the institutional effectiveness) of a Institution. Objectives of the visit be clearly mentioned.
(ii)	Benefit to the applicant from the International visit and expected outcome from this visit to the institution.
(iii)	Visit linkage to the Institutional Development Proposal objectives and to the current training needs assessment.
(iv)	Plan of the applicant for sharing the gained information with fellow faculty members.
(v)	Alternative arrangement planned by the applicant about the appropriate continuance of the teaching and research duties during the travel period.

9. Travel Plan (from the place of working to the conference & back):

S. N.	Date and Time	Departure	Date and Time	Arrival	Mode

10. Details of Expenditure :

Items	:	Remarks
a) Total air fare by shortest route by economy class	:	
b) Visa Fee	:	
c) Amount of registration fee	:	
d) Accommodation and other logistic arrangement	:	

11.	Details of International events attended during last five years (In Chronological order) :			
	Name of event	Date	Venue	Details of Sponsors

12. Any other information which you may like to furnish in support of your application.

Place :   (Signature of the applicant)

Date

Encl.: Attach the following enclosures :
- Invitation letters from the institutions/organization to be visited
- Daily schedule of activities to be undertaken
- Availability of budget provisions with break-up of fee charges, accommodation, other logistic arrangements and travel expenses
- International travel plan for faculty of the concerned institution (duly approved by BoG)
- For all project institutions, NOC from BoG for undertaking International travel
- Any other deemed necessary

CHECK LIST FOR SPFU/CFIs

Checklist for the proposals under TEQIP II involving International Travel in respect of Dr./Prof/Mr.
_____from
_____.

1	Name of the participantsundertaking the tour with Designation and Contact Number (A brief Bio-Data to be enclosed)	
2	Purpose of the Visit	
3	Place of visit with Contact Details of the Institute proposed to be visited (whether Consent Letter has been obtained and attached)	
4	Duration of visit (whether Daily Schedule enclosed)	
5	Date of his/her last foreign visit with duration, name of the institute visited, funding/sponsoring Agency and the purpose of such visit	
6	(i) Relevance of the visit/training to the Project Objectives	

	(ii) Clear Objective and Outcome of the Visit	
7	Amount of expenditure involved in the present proposal (whether break-up attached)	
8	Whether approval of Head of the institute and BOG have been obtained and proof thereof attached	
9	Whether an undertaking has been obtained and enclosed on submission of report in due course on the training to be undertaken and experience to be gained to improve the teaching learning process in the institute	

Signature of TEQIP coordinator

Selection Criteria : The following criteria will be used by theScreening Committee :

S. No.	Particulars	Evaluation Criteria	Points
1	Is the international visit focused on improving the quality of teaching or research (or the institutional effectiveness) of a Project institution?	All the evidence that this criterion has been met is strong and clear	2
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1
		No evidence that this criterion has been met	0
2	Will the applicant benefit from the international visit?	All the evidence that this criterion has been met is strong and clear	2
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1
		No evidence that this criterion has been met	0
3	Is the visit linked to the Institutional Development Proposal objectives and to the current training needs assessment?	All the evidence that this criterion has been met is strong and clear	2
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1
		No evidence that this criterion has been met	0
4	Is the action plan for how the applicant will share the information gained likely to have an impact on others beyond the applicant?	All the evidence that this criterion has been met is strong and clear	2
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1
		No evidence that this criterion has been met	0
5	Has the institution ensured that teaching and research duties will be appropriately continued during the travel period?	All the evidence that this criterion has been met is strong and clear	2
		Some of the evidence that this criterion has been met is either weak or unclear or both.	1
		No evidence that this criterion has been met	0

Note: Applicants will have to get a least one point in each category and get a total of at least 7 points in order for the application to be approved.