

APPLICATION FORM
FOR 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		
	Ph.D		
	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)	
	i)	2010-2011	Project Activities	Institution development activities
	ii)	2011-2012		
	iii)	2012-2013		

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) 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. No.	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 list of enclosures (as Annex 1 to 7)

Enclosures

S. No.	Description	Annex. No.
1.	Application in prescribed format	
2.	Invitation letters from the institutions/organization to be visited	Annex-1
3.	Daily schedule of activities to be undertaken	Annex-2
4.	Availability of budget provisions with break-up of fee charges, accommodation, other logistic arrangements and travel expenses	Annex-3
5.	Submission by the concerned Project institution the progress achievements in summary sheet for review (academic grid)	Annex-4
6.	Submission by the concerned Project Institution the faculty and staff development plan (yearly) and international travel plan for faculty of the concerned institution (duly approved by BoG)	Annex-5
7.	For Centrally Funded institutions (CFIs), NOC from BoG for undertaking International travel	Annex-6
8.	For State Government aided/funded and Private unaided institutions, NOC from the BoG for undertaking International Travel and recommendation of SPFU.	Annex-7