

**Guidelines for International Travel Support Scheme
under TEQIP II at MANIT Bhopal**

Circular

Date: 15.02.2013

Subject: Institute Guidelines for International Travel Support Scheme under TEQIP-II

The following guidelines are to be followed to ensure that the international travel support scheme will improve the quality of education & administrative effectiveness of the institution .

General Guidelines :

1. Only the Ph.D. students, faculty, HOD of the participating departments, Director of the institution, Deans and official handling the project are eligible for this scheme.
2. The visit must be linked to institute training need assessment (TNA) hence only training programmes, networking tour & short term courses will be funded.
3. The period of training programme will be limited to seven working days.
4. Only after utilization of CPDA funds for international travel the faculty becomes eligible for funding through TEQIP-II.
5. Only one visit per person in project life time will be funded.
6. The total financial support will be limited to the extent of Rs. 3.00 Lakhs per head.
7. The applicant should not have availed financial assistance from any other source for the same event.
8. All 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.
9. The officials visiting abroad **are required to** prepare a detailed report of the their visit, clearly specifying the gains and the action plan for implementing the feasible activities.
10. The experience is to be shared with fellow of faculty member of the institution.

The scrutiny committee will consider the cases based on the approved guidelines of the institution and selection criteria given by NPIU and submit the case to the Director. As per NPIU guideline the recommended cases will be forwarded by Director to Chairman BOG for approval.

Authority : Director's approval no. MANIT/DPS/1564, dtd. 15/02/2013.

Dr. A.M. Shandilya
Coordinator, TEQIP-II

Copy to :

1. All Deans
2. All HODs with the request to circulate it among faculty
3. Dr. Nilay Khare, Co-coordinator TEQIP-II
4. Dr. Rajesh Gupta, Nodal Officer (Procurement)
5. Mr. Rajesh Lokhande, Nodal Officer (Finance)
6. Registrar
7. PA to Director for kind information.

Selection Criteria: The following criteria will be used by the Screening Committee:

Note: Applicants will have to get a least one point in each category and get a total of at

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

least 7 points in order for the application to be approved.

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 Study and Networking 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.