



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

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CIRCULAR

No.GCU-1/SADF-Travel Grant/22-23/ 96

Date: 24 MAY 2022

To,
All the Deans of Faculties,
All the Heads of Institutions,
All the Principals of Colleges,
The Maharaja Sayajirao University of Baroda
Vadodara

Sub: Financial Assistance to invite Experts under Academic Exchange of Teachers within India from the "Staff Academic Development Fund" for the year 2022-2023 as approved vide S.R. No. 14 dated 10.05.2022.

Sir/Madam,

This is to inform that the University will be considering proposals to invite Experts for delivering lectures under the "Staff Academic Development Fund" for Academic Exchange of Teachers with in India head for the year 2022-2023 in the enclosed prescribed form, which will be considered on first come first serve basis.

While sending proposals to the University under this grant, the Deans/Principals/Heads of the Institutions are requested to specify the estimated expenditure to enable this office to accord sanction.

All Deans/Principals are requested to take necessary action in this regard and circulate to all the Faculty members for wider participation.

Yours sincerely,


Development Officer

Encl: As Above

Copy f.w.cs.to:-

1. P.S. to VC/Registrar (offg) - for information
2. Section A/Audit



**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
VADODARA**

**Application for Financial assistance under the Travel Grant for Academic Exchange of
Teachers under 'Staff Academic Development Fund' for the year 2022-2023**

1	Name of the Teacher/Scientist	:	
2	Designation	:	
3	Name of the University/ Organisation	:	
4	Qualification	:	
5	Complete Bio-data	:	
6	Address (a) Office (b) Residence	:	
7	The description of work plan (i.e. No. of lectures, topics etc)	:	
8	Duration	:	
9	Mode of Journey	:	
	Expected Expenditure	:	
	(a) Honorarium	:	
	(b) Travel Expenses	:	
	(c) Accommodation	:	
	Total	:	

Head, Dept. _____

Dean, Faculty of _____

GUIDELINES

Travel Grant for Academic Exchange of Teachers within India

For visits of teachers/experts/scientists within the country the following norms shall be followed.

- I. Free accommodation and board to be provided by the host university from its own sources.
- II. Travelling expenses of the visiting teachers/experts may be met out of the grant under this scheme according to the rates prescribed by the host institution including air fare (wherever necessary) with the approval of the Vice Chancellor.
- III. The visiting teacher/expert may be paid an honorarium upto Rs. 1,000/- per lecture/seminar. A maximum amount of Rs. 3,000/- would be admissible for an assignment of not less than two weeks duration.
