



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Maharaja Fatehsingh Rao Gaekwad Road, Fatehgunj, Vadodara – 390 002, Gujarat, INDIA

Tel. Ph.: (+91-0265) • (Registrar): 2795521 • (DO. GCU): 2793735 • (IA & CAO): 2795506

• (Dy. R. Exam): 2795502 • (Dy. R. ADE/ADM): 2792032 • (ADE/ADM): 2784062 • (Engineer): 2795512

CIRCULAR

No.GCU-1/ SADF-Travel Grant 22-23/95

Date: 24 MAY 2022

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

Subject: Awarding financial assistance for Travel Within India and Travel Abroad from the “Staff Academic Development Fund” of the University for the year 2022-2023 as approved vide SR No. 14 dated 10.05.2022

Sir/ Madam,

Please find enclosed herewith the following documents:

1. Application format for Deputation to Conference/ Seminar/Symposia etc. ABROAD
2. “Appendix A” to be sent to two expert members for their evaluation reports on the paper submitted for deputation to seminar/ conference/symposia – ABROAD
3. Application format for deputation to Conference/ Seminar/symposia - WITHIN INDIA

You are requested to circulate the same to all the departments under your Faculty/College/Institution so that those who are willing to participate can take note of the Guidelines and forward necessary documents for the year 2022-2023 in the prescribed format to GCU Section, The M. S. University of Baroda.

Yours Sincerely,


Development Officer

Encl: University Guidelines and prescribed formats for application.

Copy F.w.cs. to :-

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



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**Application form for Deputation to Conference/ Seminar/ Symposia etc.
(ABROAD) (2022-2023)**

1	Name of the Teacher Designation Faculty/Institution	
2	Name of the Conference Place & Date	
3	Name of the organizing Institution/Govt. Body/Govt. Accredited agency. (Attach Documentary, evidence)	
4	The Conference/Seminar is being attended as /for (a) Member of any committee (b) Chairman of Committee (c) Delivering Key note address (d) Plenary Lectures (e) Presenting paper - I Oral Presentation - II Poster Presentation (f) To give Symposia/ talk/invited lectures/ discuss (g) Not covered under any of the above categories	
5	Title of the paper/ lecture/talk (Attach invitation letter/letter of acceptance of the paper along with one copy of full paper.)	
6	Name/s of Author/s (in order as they appear on the paper.)	
7	List of publications in the area of specialization	
8	Estimated Expenditure: (a) Air Fare (by shortest route + Economy class only) (b) Registration Charges: (c) Daily Allowances:	
9	Details of Financial Assistance received or applied from different funding Agencies, i.e. State Govt., INSA, DST, UNDP, ICSSR, ICHR etc or other sources recognized by the University.	
10	State whether ready to bear the balance of expenses from own fund, if approached and failed to get the required amount from other sources as stated above.	
11	Whether you have attended International Conference / Seminar/Symposia etc. under the SADF Travel Grant during last three years	Yes / No



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If Yes	
Date and Year of visit	
Place of Visit	
Name of Conference	
Please attach copy of certified Statement of Expenditure	

Signature of the Applicant

The above information given by the teacher is in order. Specific recommendation of the Head of the Department regarding the level of the Conference/Seminar/Symposium and the standing of the institution organizing the event i.e. International/National/ Professional and Capable of enhancing skills or add to the professional accomplishment of the beneficiary.

Signature and Stamp of the Head of the Department

Tick whichever is applicable

The teacher has been invited to deliver plenary lecture invited lecture/Chair a session, hence his application is forwarded for further necessary action.

OR

The teacher has been specifically invited by name to contribute a paper to the Seminar/Conference etc. hence his application is forwarded for further necessary action.

OR

-As the teacher has contributed a paper to the Seminar/ Conference etc. in response to an open general circular/notification, his paper was sent to two experts for evaluation. The Expert's report in standard proforma has now been received. The application, along with the Expert's report is forwarded herewith for further necessary action.

**Signature & Stamp of Dean of the Faculty/
Head of the Institution/
Principal of the College**



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Appendix- A

Evaluation report of the expert on the paper submitted by Shri/ Ms./ -----
-----, Department of -----, Faculty of ----- for deputation under
the 'Staff Academic Development Fund' of the University.

To,
The Dean,
Faculty of -----
The M. S. University of Baroda,
Vadodara

Subject: Report on the papers entitled

1. -----
2. -----

Sir,

I have gone through the above mentioned research paper sent to me vide your letter

No. _____ dated _____ in my view the paper:

(√ mark any one)

1. Out standing ()
2. Good ()
3. Average ()
4. Below Average ()
5. Poor ()

Any other Remarks:

Signature of the Expert with rubber stamp

Note: You are requested to send your remarks within 10 days to prevent disqualification
of the applicant from attending the conference.

Please return the original paper along with this.



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Format to submit Details of Actual Expenditure (ABROAD)

1	Name of the Teacher with Designation	:	
2	Department	:	
3	Faculty	:	
4	Name and Place of the Conference	:	
5	Actual Date/s of Conference	:	
6	GCU approval letter No.	:	
7	Details of actual expenditure incurred		
A	Name of Airline	:	
B	Air Fare (in Rs.) (As per University Guidelines Shortest route and by most economy class, Pt. No. 8)	:	
C	Train Fare/Road (Within India) as per entitlement (As per University Guidelines, Pt. No. 9)	:	
D	Local Travel (Abroad) (in Rs.) (As per University Guidelines, Pt. No. 10)	:	
E	Daily Allowance (Pt. No. 11)	:	
F	Registration Charges (in Rs.) As per actuals (maximum limit of Rs. 20,000 only, Pt. No. 12)	:	
G	Total (A to F)	:	
8	Details of Financial Assistance received from other Sources/Funding Agencies if any (pl. attach relevant documents)	:	
9	Please attach detailed Report of the entire trip.		

Kindly retain the original tickets/bills with you and submit in "G" form to GCU Section after receiving the sanction letter of final allocation of grant from this office.

Signature of Applicant



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**Application form for Deputation to Conference/ Seminar/-Symposia etc.
(WITHIN INDIA) (2022-2023)**

1	Name of the Faculty/ Institution	:	
2	Name of the Teacher with Designation	:	
3	Name of the Conference, Organizing body, Place and Date	:	
4	Whether the teacher recommended is a member on any committee of the Conference	:	
5	(a) Whether he/she has contributed any research paper	:	
	(b) If yes, Title of the Paper	:	
	(c) Whether the said paper is accepted	:	
	(D) If yes, please attach a copy of the letter of Acceptance and a copy of full paper to be presented	:	
	(e) Whether the said paper is based on the work done while working in this University	:	
6	In absence of (4) & (5) specify reasons for recommending the deputation	:	
7	Estimated Expenditure	:	
	(a) Travelling Allowance (as per entitlement)	:	
	(b) Daily Allowance	:	
	(c) Registration Fees(if any)	:	
	Total	:	
8	Whether you have availed 'Travel Grant' under the SADF during last Two Years	:	
	If Yes	:	
	Date and Year of visit	:	
	Place of Visit	:	
	Name of Conference	:	
	Please attach copy of Certified Statement of Expenditure	:	

Signature of Applicant

Head, Dept. of _____

Dean, Faculty of _____



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA VADODARA

Guidelines for Availing Travel Grant under 'Staff Academic Development Fund' (Approved vide SR No. 14 Dated 10.5.2022)

Travel Grant (Abroad)

- 1 Professors, Associate Professors, Assistant Professors or Equivalent and teachers appointed under Contractual Educational Services (CES) for five years are eligible to avail Travel Grant (Abroad) for presenting research papers in the International Conference/Seminar/Symposia.
- 2 The Conference/Seminar/Symposia for which the travel grant is to be availed should be purely academic in nature and preferably organized by University or other recognized academic bodies.
- 3 Under this scheme financial assistance for international Travel will be available once in three years.
- 4 An application for availing the grant during the year (April to March) shall be sent to the GCU Section in the prescribed format through Head of the Department and Dean of the Faculty by 31st December of each year.
- 5 Post Facto applications i.e. application after undertaking the travel, shall not be considered. (Except for the year 2019-20)
- 6 Teacher selected for participation under the scheme will have to submit a detailed Report of the entire trip within 15 days of returning from the trip to Hon'ble Vice-Chancellor with a copy marked to the GCU Section for record.
- 7 In case of multiple authors of any paper, only one author will be entitled to avail the financial assistance under the scheme.
- 8 Teachers selected for participation under the scheme should travel by shortest route and by most economy class.
- 9 Local Travel within India (to and fro from Vadodara to the International Airport) is permissible as per entitlement.
- 10 Local Travel Abroad from the International Airport to the destination or Conference/Seminar venue from the place of stay is permissible by any mode of transport on submission of actual tickets/bills/receipt with maximum limit of 20% of the total International Air Fare or whichever is less.
- 11 Daily allowance (per diem) is permissible as per GoG rules only for the days of the Conference plus one day extra.
- 12 Reimbursement of Registration fees is permissible, as per actual, on production of the receipt with maximum limit of Rs. 20,000 or whichever is less.
- 13 No reimbursement shall be given for Visa Fees and Insurance Fees. The cost towards this has to borne by the Teacher selected for participation under the scheme.

- 14 Travel Grant is a reimbursable grant. Teachers will have to undertake the trip at their own cost.
- 15 Final Allocation/admissible amount shall be decided at the end of the year as per the guidelines and availability of funds under the scheme by Hon'ble Vice-Chancellor under intimation to the Syndicate.
- 16 Reimbursement to applicants shall be made as per the % shown below

a	Professor	}	Or Equivalent	25% of the admissible amount
b	Associate Professor			50% of the admissible amount
c	Assistant Professor			100% of the admissible amount
d	Contractual Educational Services(CES)			100% of the admissible amount
- 17 The bills for International travel must be submitted in originals to GCU Section in the G-form after receiving the final allocation letter.
- 18 Vice-Chancellor is authorized to take necessary decision in the matter.

Travel Grant (Within India)

- 1 Professors, Associate Professors, Assistant Professors or Equivalent, Research Scholars and teachers appointed under Contractual Educational Services (CES) for five years and Temporary Assistant Professors are eligible to avail Travel Grant (Within India).
- 2 Financial assistance for Travel within India shall be provided for presenting papers at Academic Conferences / Seminars / Symposia / Workshops or for attending academic training programmes, orientation / refresher / methodology courses etc. within India.
- 3 Under this scheme, financial assistance as per details given below will be available once in two years.
 - a. Professors, Associate/Assistant Professor or equivalent & CES - Rs. 15,000/-
 - b. TAP/Research Scholars - Rs. 10,000/-
- 4 Application for availing the grant shall be sent to the GCU Section in the prescribed format through Head of the Department and Dean of the Faculty.
- 5 Application shall be accepted throughout the year.
- 6 TA/DA as per University Rules and Registration fees on production of receipt subject to a maximum of financial limit as per pt no 3 shall be paid on 100% basis.
- 7 Teacher selected for participation under the scheme will have to submit a detailed Report of the entire trip within 15 days of returning from the trip to Hon'ble Vice-Chancellor with a copy marked to the GCU Section for record.
- 8 In case of multiple authors of any paper, only one author will be entitled to avail the scheme.
- 9 The bills must be submitted to GCU Section in the G-form after the travel.
- 10 Vice-Chancellor is authorized to take necessary decision in the matter.
