

NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR

Guidelines for availing travel support for attending academic Conferences /Seminars /Workshops /Symposium held within India

Eligibility

1. This grant is provided to only NIT Jamshedpur **faculty members, scientific / technical officers, administrative staff and librarians** for presenting papers in conference/workshop/symposium and visiting laboratories.
2. This support is usually given for participating in academic conferences / seminars / symposia / workshops held **within India**
3. This support can be availed **once in a year (Financial Year)**.
4. The form should be submitted in Establishment Section atleast **2 months** prior to the date of Conference.
5. The financial assistance will be provided for the following purposes in the order of preferences:
 - i. Teachers delivering key-note addresses / plenary lectures.
 - ii. Those contributing a paper.
 - iii. Those invited to chair a session.
 - iv. Those invited under international collaboration exchange programmes
 - v. Those invited to give symposia/talks/invited lectures or invited to discuss arts.
6. The level of the programme and the standing of the institution organizing the event should also be truly International / National / Professional capable of enhancing skills or adding to the professional accomplishment of the beneficiary.

Process of Sanction

- 1) Grant is given **once** in a financial year.
- 2) The amounts reimbursed are as per Institute rules. The amounts for DA are detailed on
 - a) back side of TA/DA forms and
 - b) Institute circulars released time to time.
- 3) **Travel:** Air Fare (Economy Class), I-AC rail or Bus fare for forward and return journey from the work place to the nearest railway station or venue of conference by shortest route.
- 4) Registration fee.
- 5) Quality of work and status of co-authors (if any) is duly considered before giving sanction.

Application procedure

Download the required forms from the corresponding links given below.

www.nitjsr.ac.in

For filling in the forms:

- a. Either takes a print of the blank form or download the form in your computer, fill using MS Word and take print. Hand filled forms are also accepted.
- b. Take care not to change the format of the form and complete all entries in form.
- c. The space allocated below Line marked with FOR OFFICE USE ONLY, should not get modified or do not write anything in this part.
- d. Make sure to print the complete form including the last row on the page showing places for signatures of Deans, etc.

Make sure to enclose

- Paper/ poster
- Acceptance letter
- Conference brochure especially detailing the name, date, venue, registration fees, technical program.

All the applications should be duly forwarded by the Head of Department and concerned Controlling officer.

Terms and Conditions

1. After attending the conference, the faculty member should present his/her work and share his/her experience and knowledge gained during the visit with fellow faculty colleagues through a formal presentation.
2. All vouchers / bills (in original), registration certificate, original registration fee receipt, original air ticket and boarding pass and notice of seminar delivered by faculty member for sharing the knowledge gained should be attached to the claim sheet. Fill the TA/ DA form with proper details of travel and DA. It is advised to attach the original ticket of travel, however it is not mandatory but in such case one should mention the distance in km from station of origin to destination.
3. Remember to submit the detailed proforma along with TA/DA forms within 15 days of trip dates. In case if the visit was not made, same should be intimated to Establishment Section in written application.

NATIONAL INSTITUTE OF TECHNOLOGY, JAMSHEDPUR

Guidelines for availing travel grant for participating in International academic conference / seminars / symposia / workshops held Abroad

Eligibility

1. This grant is provided to only NIT Jamshedpur **faculty members, scientific / technical officers, administrative staff and librarians** for presenting papers in conference/workshop/symposium and visiting laboratories under International Collaboration etc.
2. This support is usually given only for participating in conferences or seminars held abroad and not within India.
3. This support can be availed once in three years (Financial years).
4. The form should be submitted in Establishment Section atleast **3 months** prior to the date of Conference.
5. The financial assistance will be provided for the following purposes in order of preferences:
 - i. Teachers delivering key-note addresses / plenary lectures.
 - ii. Those contributing a paper.
 - iii. Those invited to chair a session.
 - iv. Those invited under international collaboration exchange programmes.
 - v. Those invited to give symposia/talks/invited lectures or invited to discuss arts.
6. The level of the programme and the standing of the institution organizing the event should also be truly International / National / Professional capable of enhancing skills or adding to the professional accomplishment of the beneficiary.
7. A faculty member is eligible for this funding only after one year of joining the Institute.

Process of Sanction

1. Grant is given Twice in a 3 financial years.
2. Support through Institute fund is to be submitted only if you have utilized CPDA amount within last three years.
3. The upper limit of funding is as per Institute rule.
4. The amounts reimbursed are as per Institute guidelines detailed as follows:

- i) Air Fare (Economy Class), I-AC rail or Bus fare for forward and return journey from the work place to the nearest railway station or venue of conference by shortest route.
 - ii) DA as per norms (the conference / seminar / workshop / symposia) during the conference /seminar / workshop / symposia days and one day before and one day after.
 - iii) Registration fee
5. Submit the applications atleast 3 months prior to date of conference.
6. The applicant can apply to government/ non - government external funding agencies for travel support if required. If there is any requirement of forwarding the application through 'The Registrar/ Head of institute/ competent authority', then the application should be submitted to Establishment Section.

Instructions for filling in the travel grant applications

1. For filling in the forms:
 - a. Either takes a print of the blank form or downloads the form in your computer, fill using MS Word and take print. Hand filled forms are also accepted.
 - b. Take care not to change the format of the form and complete all the entries.
 - c. The space allocated below 'Line' marked with 'FOR OFFICE USE ONLY', should not get modified or do not write anything in this part.
 - d. Make sure to print the complete form including the last row on the page showing places for signatures of Deans, etc.

2. Make sure to enclose:
 - a. **Three copies of full length Paper** - Foreign travel grant application, for presentation of paper/ poster, is reviewed by two experts and based upon their recommendation, support is allocated. For this review purpose, full text articles are needed. Abstract, poster or seminar slides are unacceptable as these things cannot be evaluated by reviewers. Thus, three copies of full paper (like the one that gets published in journals) should be submitted.
 - b. **Acceptance letter**
A letter from organizer clearly stating that your paper/abstract has been **accepted** from presentation.
 - c. **Conference brochure** - especially detailing the name, date, venue, registration fees, technical program.

3. The form should be completed in all respects and forwarded by Head of Department / Controlling officer.

Terms and Conditions

1. After attending the conference, the faculty member should present his/her work and share his/her experience and knowledge gained during the visit with fellow faculty colleagues through a formal presentation.
2. All vouchers / bills (in original), registration certificate, original registration fee receipt, original air ticket and boarding pass and notice of seminar delivered by faculty member for sharing the knowledge gained should be attached to the claim sheet. Fill the TA/ DA form with proper details of travel and DA. It is advised to attach the original ticket of travel; however it is not mandatory but in such case one should mention the distance in km from station of origin to destination.
3. Remember to submit the detailed proforma along with TA/DA forms within 15 days of trip dates. In case if the visit was not made, same should be intimated to Establishment Section in written application.
4. Transfer of allocated money from one head to another is not permissible.
5. Funds for foreign travel are only granted to faculty members who have served the institute for minimum of one year.
6. If the applicant is availing funding from other source also and has to submit original bills in that application, then the Xerox copy may be attached stating the details of the original document.