NATIONAL PROJECT IMPLEMENTATION UNIT (NPIU)

GUIDELINES FOR INTERNATIONAL TRAVEL (2017-18) under TEQIP-III

1.0 INTRODUCTION

These Guidelines are framed to ensure that all international travel related to the Project (TEQIP-III) are undertaken as per the set procedure outlined hereunder:

The objective of the International Travel Support Scheme under TEQIP-III is to enable participants to improve quality of education in Project Institutions through qualitative research Participants therefore will need to demonstrate not only what they expect to learn or gain from the international experience but also how that experience will be shared with their/ other institutions and result in concrete activities at national level.

The purpose of international travel can be either or both of following:

    i.   Presentation of Papers-
- Plenary session
- Invited lecture

    ii.   Research collaboration only if there is a Joint Research Project

The travel taken for either of the above should have necessarily the following credentials:

a) Presentation of Research papers in plenary session of International conferences or symposia having established credential in the form of research credentials like Citation; Impact factor and indices and the same should be available on web page of science or Google scholars

b) Invitation to deliver key note address/ lecture in International conferences and symposia having established credential in the form of Citation; Impact factor and indices and the same should be available on web page of science or Google scholars

c) For availing the travel under joint research collaboration, the research project should be already approved joint research collaboration i.e. MoU between the host university and participant's organization signed and the collaborative project in progress. The international travel for exploration of possibilities for Joint Research Collaboration is not permitted.

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2.0 TARGET PARTICIPANTS

Faculty, Head of the project institutions, and Vice chancellors of ATUs are eligible for international travel under the Project.

3.0 ELIGIBILITY CRITERIA

In order to be eligible for international travel grant, not only the applicants (faculty, HoDs, Directors, Principal, VC) but also the Project Institutions have to fulfil the eligibility criteria as follows:

3.1 Institutional Eligibility: It is mandatory that the institution must meet specified assessment indicators as given below:

(A) Mentee Institute (must at least meet **6 out of 12** Assessment Indicators)				
Assessment Indicators			**Yes/No**	**If yes, please provide documentary evidences**
(i)	Autonomy obtained or applied for (At least State Government NOC Obtained and Affiliating University forwarded application to UGC).	:		
(ii)	50% of the eligible UG programmes should have been NBA accredited or applied for accreditation (SAR submitted).	:		
(iii)	BoG composition as per the prescribed structure (as per UGC/AICTE Guidelines)	:		
(iv)	Quarterly BoG Meeting conducted during previous year and availability of BoG minutes on the website	:		
(v)	Twining Activities carried out significantly	:		
(vi)	Atleast 40% students (pre final/ final year) appeared for GATE examination during previous year	:		
(vii)	Atleast 10% students out of appeared have valid GATE score during previous year.	:		
(viii)	20% of 2nd and 3rd Year Students have undertaken internship in the industry/IIT/NIT/Research organizations during previous year	:		
(ix)	Induction Programme for first year was successfully completed during previous year	:		

(x)	Focused soft skill training programme for final year students was conducted during previous year.	:		
(xi)	Start-up/innovation policy is formulated and innovation drive activity conducted significantly.	:		
(xii)	Atleast one National or International Conference organized.	:		

(B) Mentor Institute (must at least meet 9 out of 13 Assessment Indicators)

Assessment Indicators		Yes/No	If yes, please provide documentary evidences
(i)	Autonomy obtained from UGC with continuation, if any	:	
(ii)	60% of the eligible UG and PG programmes should have valid NBA accreditation.	:	
(iii)	Quarterly BoG Meeting conducted regularly during previous year and availability of all last BoG minutes on the website	:	
(iv)	20% of faculty of the institute visited mentee institute under Twining Activities.	:	
(v)	Student Exchange Programme under twinning activity implemented for mentee institute significantly.	:	
(vi)	IDP of Mentee institute updated, under twinning activity, as per TEQIP-III guidelines.	:	
(vii)	Atleast 70% students (pre final/ final year) appeared for GATE examination during previous year.	:	
(viii)	Atleast 20% students out of appeared have valid GATE score during previous year.	:	
(ix)	40% of 2_{nd} and 3_{rd} Year Students have undertaken internship in the industry/IIT/NIT/Research organizations during previous year.	:	
(x)	Induction Programme for first year was successfully completed during previous year.	:	

(xi)	Focused soft skill training programme for final year students was conducted during previous year.	:		
(xii)	Activities on innovation drive conducted significantly.	:		
(xiii)	Atleast one National or International Conference/symposia organized with mentee institution.	:		

 # Assessment indicator (i) & (ii) are mandatory.

(C) ATUs (must at least meet **12 out of 20** Assessment Indicators)

Assessment Indicators			Yes/No	If yes, please provide documentary evidences
(i)	Statute for awarding Autonomy to affiliated institution is available and autonomy granted to institutions	:		
(ii)	NAAC accredited (B+ grade) or applied for accreditation.	:		
(iii)	10% of affiliated institution have valid NBA accreditation.	:		
(iv)	Atleast 50% of faculty positions in affiliated institutions are filled through regular appointments.	:		
(v)	Research hub established and access to the faculty from affiliated institution is visible.	:		
(vi)	Choice based credit system is adopted by University for engineering programs of affiliated engineering colleges	:		
(vii)	ERP/MIS is in place for students of affiliated institutions showing entire information including result processing	:		
(viii)	Declaration of results before commencement of next year academic activity is visible	:		
(ix)	Organized National or International Conference with the participation of faculty of affiliated engineering colleges	:		

(x)	Atleast one leadership program for the Principals of affiliated engineering colleges conducted	:		
(xi)	Faculty of affiliated engineering colleges participated in **Six** pedagogical trainings/annual refresher course through SWYAM Platform during previous year	:		
(xii)	Student feedback mechanism is established in all affiliated colleges for evaluating faculty performance	:		
(xiii)	Industry Consultation Committee is established for all programs of study for curriculum revision	:		
(xiv)	Availability of Studio for preparing open online course (MOOCs) for the subjects of affiliated engineering colleges	:		
(xv)	Atleast three open online courses (MOOCs) have been developed with the help of quality faculty from affiliated institutions/university	:		
(xvi)	Induction Programme for first year students of affiliated all engineering colleges was successfully completed during previous year/current year	:		
(xvii)	20% of 2nd and 3rd Year Students of all affiliated engineering colleges have undertaken internship in the industry/IIT/NIT during previous year	:		
(xviii)	Atleast 30% students (pre final/ final year) from affiliated engineering colleges appeared for GATE examination during previous year.	:		
(xix)	Atleast 10% students from affiliated engineering colleges out of appeared have valid GATE score during previous year.	:		
(xx)	Activities on innovation drive conducted significantly in all affiliated engineering colleges	:		

3.2 Participants Eligibility

(i) The applicant should have contributed in the implementation of TEQIP-III project in his institution significantly (Please attached certificate of head of the institute)

(ii)   The applicant should have contributed significantly in mentor/mentee institute by conducting the activities (not merely visiting the institute) under twinning arrangements of TEQIP-III project

(iii)   The applicant should have published at least four research papers in peer reviewed journals of his discipline with high impact value and having significant H/I/SCI Index value. The paper should be available on web page of Science or Google Scholar page.

(iv)   The applicant can avail the international travel under project once in a academic year

4.0 PROCEDURE

Applicants for undertaking International Travel are required to submit a complete proposal along with the enclosures to BoG for approval. Such BoG approved proposal shall be forwarded by the Head of the institution to SPIU (Focus state)/DTE (non-focus state) and then to NPIU. The achievements in the academic excellence, research contribution, contribution in the project activities of the concerned participant(s) desirous of availing International Travel facility under the Project be clearly mentioned in the proposal.

Applications from the Institutions meeting required Assessment Indicators (as given in above respective tables A; B; C) only shall be eligible for International Travel. An undertaking in this regard should be submitted to the SPIU/DTE and then to NPIU.

In view of the procedure to be followed and various approvals to be sought the applicants are advised to initiate their proposals at least 3 months before schedule of travel.

DETAILED PROCEDURE FOR APPROVING THE INTERNATIONAL TRAVEL
   (i)   **In case of State Government aided/funded institutions:**

   •   The Project Institutions shall constitute an Internal Scrutiny Committee (ISC); under the chairmanship of Dean (R&D) and consisting of senior faculty members. The ISC shall scrutinize the received proposal (format enclosed as Annex-I) and submit the report to the Head of the institution, along with the proposals.

   •   The Head of the institution shall submit the proposal to BoG with his remarks on the findings of internal scrutiny committee.

- The BoG will accord **"in principle"** approval for the proposal on the basis of scrutiny report and the recommendation of the Head of the institution.

- The Institute will send the proposal with BoG remarks to SPIU/DTE for further processing.

- **SPIU/DTE will ensure the eligibility of the institution w.r.t the performance assessment and** scrutinize the received proposal as per the checklist (Annex-II) and submit the proposal with its observation to NPIU

- **NPIU will constitute** *Screening Committee consisting of senior academicians*. The screening committee shall evaluate the proposal as per the criteria suggested in Annex-III and advice the Central Project Advisor (CPA), at NPIU. If deemed necessary, the Screening Committee may seek opinion from external theme experts before arriving at a conclusion.

- On the basis of advice received from the Screening Committee; the NPIU, shall submit a consolidated report to the MHRD for approval.

- The decision of the MHRD shall be final and will be communicated to the SPIU/DTE by the NPIU. SPIU/DTE shall further communicate it to the concerned institutions.

(ii) **In case of Centrally Funded Institutions (CFIs):**

- **The CFIs TEQIP Unit will ensure the eligibility of its institution w.r.t the performance assessment.**

- The CFIs meeting the eligibility shall constitute an internal scrutiny committee under the chairmanship of Dean (R&D) consisting of senior faculty members. The internal scrutiny committee (ISC) shall scrutinize the received proposal (format enclosed as Annex-I) and submit the report to the Institutional TEQIP Unit, along with the proposals.

- The CFIs TEQIP Unit will scrutinize the received proposal as per the checklist (Annex-II) and submit the proposal with its observation and the remarks of internal scrutiny committee to the "Screening Committee".
  (A Screening Committee be constituted by the BoG of the institution consisting of senior external experts)

- The screening committee shall evaluate the proposal as per the criteria suggested in Annex-III and advice the Director of the institution. If deemed necessary, the Screening Committee may seek opinion from external theme experts before arriving at a conclusion.

- The Director shall present the proposal to BoG with his remarks along with the remarks of the Screening committee.

- The BoG will accord approval for the proposal on the basis of report of the screening committee and the recommendation of the Director

- The CFIs will send the proposal with remarks of the BoG to the NPIU for further processing.

- NPIU shall submit the proposal to MHRD for approval. The decision of MHRD will be final and communicated to the concerned CFI by NPIU.

(iii)   Post Visit Report

- The candidate, is expected to give presentation to BoG.
- The person taking international travel shall submit post-visit report in Annexure-4 (as given below) at the time of final settlement of bills.

IMPORTANT POINTS

(i)   The event should be of an international character.

(ii)   The applicant should not have availed financial assistance from any other source for the same event.

(iii)   The faculty should be appointed on regular basis; in case of contract faculty, the concern should have served at least two years continuously and should be there for at least one year after availing the travel

(iv)   Any international tour undertaken without Competent Authority's approval will not be considered as a part of the Project and, therefore, expenditure incurred will not be eligible for reimbursement.

(v)   Head of Institution(s) will avoid travel during the end of the financial year.

(vi)   The faculty availing international travel should ensure compensation for academic loss of the students

(vii)   The period of tours will be limited to seven working days.

(viii) 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.

(ix)   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.

(x)   The experience will also be shared with fellow faculty of the institution.

ANNEX-I

PROPOSAL FOR
INTERNATIONAL TRAVEL
UNDER TEQIP-III

Name of the Institution

: _____

Project Sub-Component

: _____

Category of the
Institution *(CFI/Govt.
funded/Govt.
Aided/ATUs)*

: _____

1.

Name of the applicant	:	
Designation	:	
Department	:	

2. **Academic Profile**

Class/Institution	Year	Subject
UG		
PG		
PhD		
Post-Doctoral		
Any other		

3. **Experience Details**

Experience	Details	Duration	Name of Employer
i) Teaching*			
ii) Research*			
iii) Industry*			
iv) Any other			
*Details of may be provided separately, if any			

4. **Publications of the applicant during last three years** *(details may be provided on separate sheet)* **in the format below**

S. No.	Particulars	Year	Nos.	Impact factor			No. of Citations
				H	I	SCI	
i)	Referred Journals						
ii)	Proceedings						
iii)	Patents						

5. Contribution of the applicant in enhancing academic excellence in the institution under TEQIP-III/II:

S. No.	Year	Contribution of the Applicant (during last three years)	
		Project Activities	**Institution development activities**

6.	Name of the International Event	:	
	Organizer		
	Venue with country	:	
	Durations	:	

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)	Approved Joint Research Collaboration	:	

8. Provide write-up on the following (1 page on each item)

(i)	Focus on International visit on improving the quality of teaching and research of an 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.

(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.	

8(a). Statement of Purpose before undertaking International Travel in respect of Dr/Prof/Mr _____from_____

1	Name of the participants undertaking the tour with Designation and Contact Number	
2	(i) Details of events (ii) Main Theme	
3	Issue (topic of discussion)	
4	Your Role	
5	Any other special point	

9.

S. N.	Travel Plan (from the place of working to the conference & back):				
	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 three 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

Enclosures: Attach the following enclosures :
- Invitation/ acceptance letters from the institutions/organization to be visited
- Daily schedule of activities to be undertaken
- Availability of budget provisions with break-up of fee charges, accommodation, other logistic arrangements and travel expenses
- International travel plan for faculty of the concerned institution (duly approved by BoG)
- For all project institutions, NOC from BoG for undertaking International travel
- Any other deemed necessary

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ANNEX-II

CHECK LIST FOR SPIU/DTE/CFIs

Checklist for the proposals under TEQIP-III involving International Travel in respect of Dr/Prof/Mr _____from_____

1	Name of the participants undertaking the tour with Designation and Contact Number (A brief Bio-Data to be enclosed)	
2	Purpose of the Visit	
3	Place of visit with Contact Details of the institute proposed to be visited (whether invitation/ acceptance/ Consent Letter has been obtained and attached)	
4	Duration of visit (whether Daily Schedule enclosed)	
5	Date of his/her last foreign visit with duration, name of the institute visited, funding/sponsoring Agency and the purpose of such visit	

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6	(i) Relevance of the visit to the Project Objectives (ii) Clear Objective and Outcome of the Visit	
7	Amount of expenditure involved in the present proposal (whether break-up attached)	
8	Whether approval of Head of the institute and BOG have been obtained and proof thereof attached	
9	Whether an undertaking has been obtained and enclosed on submission of report in due course on the travel to be undertaken and experience to be gained to improve the teaching learning and research in the institute	

_____

Signature of Director (DTE)/CFIs

Or

_____

Signature of SPA in case of SPIU

ANNEX-III

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

S. No.	Particulars	Evaluation Criteria	Points
1	Is the international visit focused on improving the quality of teaching and research 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 research 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	All the evidence that this criterion has	2

ensured that teaching and research duties will be appropriately continued during the travel period?	been met is strong and clear	
	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
Total Points obtained		

Note: Applicants will have to get at least one point in each category and get a total of at least 6 points in order for the application to be approved.

4 (iii) Post visit report to be submitted in respect of Dr/Prof/Mr _____**from**_____

1	Name of the participants undertaken the tour with Designation and Contact Number (A brief Bio-Data to be enclosed)	
2	Conclusions and Decisions	
3	Role played by India/Institute	
4	Take-away for India/ Institute	
5	(i) Any other important observation (ii)What is next?	