

**PROPOSAL FOR**  
**INTERNATIONAL TRAVEL**  
**UNDER TEQIP-II**

- Name of the Institution : \_\_\_\_\_
- Project Sub-Component : \_\_\_\_\_
- Category of the Institution : \_\_\_\_\_  
(CFI/Govt. funded/Govt. Aided/Private Unaided)

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 research project may be provided separately, if any*

4. **Publications of the applicant during last five years:**

S. No.	Particulars	Year	Nos.	Impact factor
i)	Referred Journals			
ii)	Books			
iii)	Proceedings			
iv)	Popular Articles			
v)	Patents			

5. **Contribution of the applicant in enhancing academic excellence in the institution:**

S. No.	Year	Contribution of the Applicant (during last three years)	
		Project Activities	Institution development activities
	2010-2011		
	2011-2012		
	2012-2013		
	2013-2014		
	2014-2015		

6.

Name of the International Event	:	
Venue & Date	:	

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) Study & network tour	:	
e) Enhancement of subject knowledge and research competence	:	
f) Collaboration with the organization	:	

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

(i)	Focus on International visit on improving the quality of teaching and research (or the institutional effectiveness) of a 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.
(iii)	Visit linkage to the Institutional Development Proposal objectives and to the current training needs assessment.
(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.

9. **Travel Plan (from the place of working to the conference & back):**

S. N.	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 five 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 :  
Date

(Signature of the applicant)

Encl.: Attach the following enclosures :

- Invitation 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

## CHECK LIST FOR State Institutions/CFIs

Checklist for the proposals under TEQIP II 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 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	
6	(i) Relevance of the visit/training to the Project Objectives  (ii) Clear Objective and Outcome of the Visit	

<b>7</b>	<b>Amount of expenditure involved in the present proposal (whether break-up attached)</b>	
<b>8</b>	<b>Whether approval of Head of the institute and BOG have been obtained and proof thereof attached</b>	
<b>9</b>	<b>Whether an undertaking has been obtained and enclosed on submission of report in due course on the training to be undertaken and experience to be gained to improve the teaching learning process in the institute</b>	

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**Signature of TEQIP coordinator**

**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 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

**Note: Applicants will have to get a least one point in each category and get a total of at least 7 points in order for the application to be approved.**