



# **BIRLA INSTITUTE OF TECHNOLOGY MESRA, RANCHI**

## **TRAVEL POLICY**

**for**

**Faculty members to attend “International Conference,  
Symposium, Seminars and Develop Collaborations with  
Foreign Universities/Research Organizations”.**

**Purpose:** This travel policy is applicable to faculty members to attend International Conferences, Symposium, Seminars, Meetings and to Develop Collaborations with foreign universities/research organization outside the country.

**Eligibility Criteria:**

- Faculty members in regular academic positions who have completed atleast 3 years of continuous service in the Institute.
- Initial Application to be submitted to DST/UGC/AICTE or any other funding agency. Application to be later submitted to the Institute for probable/ additional funding.
- Must have atleast one paper accepted for presentation with him/her as the lead author.

**Application Submission Process:**

- Duly filled in International Travel Application form along with a covering letter, forwarded by Head of Department or Director Off-campus and submitted to Dean of Faculty Affairs for scrutiny process.
- Application for International Travel to be submitted 2-3 months before the event dates. However in case of meetings and collaboration activities application may be submitted atleast one month prior to the date of event.
- **Canvassing in any form will result in Cancellation.**

**Funding Sources and Criteria:**

**I. Institute Fund Support (IFS):**

Institute will provide international travel grants to faculty members having research publications, sponsored research projects and Institute Development contributions. These attributes have to be highlighted in the application form and based on the overall score obtained, funds will be allocated.

- IFS will be provided to a faculty **only once in three years**.
- IFS will be applicable only if faculty members are attending Conferences, Symposium, Seminars, and collaboration meetings organised by any **Top 500 global ranking universities or subject domain ranking** or the Department/Society organising it is of high repute / UN agencies / Academy of Sciences/ International Organizations/ Research laboratories of high repute or managed by a reputed organization.
- IFS for faculty members from one Department will not exceed Rs.5.00 lacs/year.
- Individual funding will not exceed 1.50 Lacs/3years. Excess fund if needed can be used from RPG.
- Head of Department/Centre Director can nominate a maximum of two faculty members to attend a common conference.
- Total duration of leave including multiple stop overs and journey time can not exceed 15days (during the semester).
- Can avail financial support from multiple agencies but only exclusive and different item.
- Must acknowledge financial support from BIT Mesra in all relevant publications.
- Financial support from sources from BIT, Indian agencies, and foreign sources must be disclosed along with the tour report.
- Funding is subject to the approval based on recommendation of scrutiny committee.

**Canvassing in any form will result in Cancellation.**

**Fund will be provided under following heads:**

<b>Funding Heads#</b>	<b>Guidelines</b>
a) Air fare by shortest route by economy class	On Actuals
b) Visa Fee	On Actuals
c) Visa Fee related travel and accommodation expenses	As per Institute Rules
d) Registration fee	On Actuals
e) Accommodation Charges	On Actuals
f) Travel Allowance	On Actuals
g) Fooding and other expenses	On Actuals

# One invoice to be claimed only in one place for any reimbursement.

**Post Travel Documentation:**

- A report of not more than 2 pages showing the outcome of the visit needs to be submitted within 15 days of return.
- All relevant certificates of participation/presentations or abstract books, proceeding copy, minutes of meeting if applicable needs to be submitted alongwith.
- Bill to be submitted as per Institute TA bill format.

**Scrutiny Committee:**

1. Dean of Faculty Affairs
2. Dean of Alumni and International Relations
3. Dean of Research, Innovations and Entrepreneurship
4. Applicants, Head of Department
5. Associate Dean of Faculty Affairs
6. Assistant Registrar, Faculty Affairs



# **BIRLA INSTITUTE OF TECHNOLOGY MESRA, RANCHI**

## **INTERNATIONAL TRAVEL FORM**

- Name of the Campus/off : \_\_\_\_\_  
Campus
- Applicants Name and Employee : \_\_\_\_\_  
Code
- Funding Source : Institute Funding

1.

Name of the applicant	:	
Designation	:	
Department	:	
Employee Code	:	
Campus	:	
Funding Source	:	<b>Institute Fund Support</b>
Name of the International Event to Attend		
Venue (with city and country) & Date (s)		
Total Fund Searched		

2.

<b>Academic Profile:</b>			
<b>Class</b>	<b>Year</b>	<b>Institution</b>	<b>Subject</b>
UG			
PG			
PhD.			
Post Doctoral			
Any other			

3.

<b>Work Experience Details:</b>			
<b>Experience</b>	<b>Details</b>	<b>Duration</b>	<b>Name of Employer</b>
i) Teaching			
ii) Research*			
iii) Industry			
iv) Any other			

*\*Details of research project may be provided separately, if any*

4.

<b>Publications:</b>		
<b>Total Number of Referred journal Publications in entire career,( so far):</b>	<b>Citation:</b>	<b>H Index:</b>

Kindly attach the list of publications as an annexure

Applicant to sign on each page:

5.A **Contribution of the applicant in enhancing Project and Consultancy Activities in the Institution: (during last three years)**

S. No.	Title of the project	Year	Sponsoring Agency/industry	Funding amount	Present status

Kindly attach the complete list of project/consultancy activities as an annexure

5.B **Contribution of the applicant in enhancing Institutional Developmental Activities, Collaborative and Outreach Activities in the Institution: (during last three years)**

S. No.	Year	Contribution of the Applicant

**TRAVEL DETAILS:**

6. **Purpose of the event (put a tick mark against the appropriate place):**

Items	:	Remarks
a) Paper presentation (oral /poster)	:	
b) Keynote Speaker	:	
c) Study & network tour	:	
d) Enhancement of subject knowledge and research competence	:	
e) Collaboration with any organization	:	

7. **Provide write-up on the following (1 page on each as annexure) :**

(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)	Plan of the applicant for sharing the gained information with fellow faculty members.

8. **Travel Plan (from the place of working to the conference/Institution/Laboratory & back):**

S. N.	Date and Time	Departure	Date and Time	Arrival	Mode

Applicants Signature:

9. **Details of Expenditure :**

Items	:	Remarks
h) Total air fare by shortest route by economy class	:	
i) Visa Fee	:	
j) Amount of registration fee	:	
k) Accommodation and other logistic arrangement	:	
l) TA/DA if applicable	:	
m) Any other	:	

10. **Details of International events attended during last five years (In Chronological order) :**

Name of event	Date	Venue	Details of Sponsors

11. Any other information which you may like to furnish in support of your application

Place :

(Signature of the applicant)

Date

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
- All evidences as suggested in the application form.
- Any other deemed necessary

**Approval and Remarks by Scrutiny Committee:**

### Screening Criteria

The following criteria will be used by the Screening Committee :

**Name of Candidate:**

**Department:**

S. No.	Particulars	Evaluation Criteria	Points	Points Secured
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	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	

**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.**

**Remarks by Scrutiny Committee:**

Strength:

Weaknesses:

Signature: