

**GUIDELINES FOR PERMITTING FACULTY
TO ATTEND INTERNATIONAL EVENTS**

The following guidelines are used for providing financial assistance from AIISH for Group A officers in the teaching/research domain for international events such as presenting research papers, chairing sessions, delivering lectures/keynote addresses at any international scientific event (conference/seminar/symposia/workshop) in the work area of the officer. The competent authority has full powers to permit up to two occasions in a financial year. However, financial assistance shall be provided to attend only one event once in every three years cycle per faculty, limited to Rs. 3 lakhs (ref: SH/Dir/59th EC/2022-23 dated 09.03.2023).

With the AIISH research fund, the registration fee, travel fare, visa fees, accommodation charges and local travel expenses at the conference venue, as per Government of India rules, will be provided.

Eligibility:

1. Group A officers in the teaching/research domain, after successful probation period, are eligible to apply.
2. The application should be supplemented with the copy of the authentic acceptance document regarding presenting research papers, chairing sessions, delivering lectures/keynote addresses at any international scientific event (conference/seminar/symposia/workshop).
3. Only one author among the investigators will be funded for the conference.
4. The applicant shall produce an NOC from the co-authors, if any.

PLEASE ENCLOSE SUPPORTING DOCUMENTS as per the check list with all supporting documents as in the order given below:

CHECK LIST

Sl. No	Items	Yes	No	N/A
1.	Acceptance/offer letter			
2.	No Objection Certificate (NOC) from co-authors (if any)			
3.	Copy of the abstract of the paper			
4.	Brochure/announcement of the scientific event (with registration fee details)			

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5.	Updated bio-data with publications in last three years			
6.	Recommendation from the Head of the Department/ through proper channel			
7.	Budget estimate of the expenditure under the headings – Registration, Travel, Visa fees, Accommodation and local travel expenses at the venue (as per GoI rules).			

Application and Reimbursement guidelines:

1. Applications must be submitted at least 12 to 16 weeks in advance for processing the application.
2. The institute shall pay the registration fee to the applicant who has made the payment on the production of document proof of payment.
3. The institute/applicant shall book the flight tickets for the travel to the destination of scientific event (as per GoI rules) based on the schedule of the conference.
4. The claims should be submitted with complete documents within fifteen days from the completion of the event for which travel is undertaken.
5. The applicant should submit a detailed report of the scientific event, participation certificate, paper/talk presentation certificate and award certificate (if any) after the returning from the scientific event, within 1 week.
6. Any other funding received for the purpose or during the visit shall be intimated to the institute, with documents (if any).

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