

ഭരണഭാഷ - മാതൃഭാഷ

നമ്പർ പി 4/33095/2019/കോ.വി.വ.

കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടറുടെ
കാര്യാലയം, വികാസ് ഭവൻ
തിരുവനന്തപുരം - 33
തീയതി: 04/10/2019

പരിപത്രം

വിഷയം. കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് - 2019-20 സാമ്പത്തിക വർഷത്തിൽ
FLAIR പദ്ധതിയുടെ ഭാഗമായി സെമിനാർ/കോൺഫറൻസ് എന്നിവ
യിൽ പങ്കെടുക്കുന്നതിന് താൽപ്പര്യമുള്ളവരിൽ നിന്നും
അപേക്ഷ ക്ഷണിക്കുന്നത് - സംബന്ധിച്ച്.

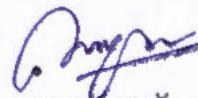
സൂചന:- 02/09/2019 -ലെ ഫ്ളെയർ സ്റ്റേറ്റ് കോ-ഓഡിനേറ്ററുടെ സമർപ്പണം.

2019-20 സാമ്പത്തിക വർഷത്തിൽ FLAIR പദ്ധതിയുടെ ഭാഗമായി സെമിനാർ/
കോൺഫറൻസ് എന്നിവയിൽ പങ്കെടുക്കുന്നതിനുള്ള സാമ്പത്തിക സഹായത്തിന് താൽപ്പര്യ
മുള്ള അധ്യാപകരിൽ നിന്നും അപേക്ഷ ക്ഷണിച്ചുകൊള്ളുന്നു. പുരിപ്പിച്ച അപേക്ഷകൾ
ഒക്ടോബർ 15 -ന് മുൻപായി താഴെപ്പറയുന്ന വിലാസത്തിൽ സമർപ്പിക്കേണ്ടതാണ്.
അപേക്ഷ ഫോറവും, മാർഗ്ഗ നിർദ്ദേശങ്ങളും ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു.

The FLAIR State Co-ordinator
O/o the New Initiatives in Higher Education
Science & Technology Museum Campus
PMG Junction, Thiruvananthapuram
Pin - 695 033
Phone: 9846245714
8589025714

ഒപ്പ്/-
ജയശ്രീ. എം.എ.
സീനിയർ ഫിനാൻസ് ഓഫീസർ

//അംഗീകാരത്തോടെ//


സുപ്രഭാ

വൈ.ടി. 4/10/19

**Guidelines for
Assistance to attend Conferences/ Seminars/ Workshops**



Promotional Schemes

**FOSTERING LINKAGES IN ACADEMIC INNOVATION AND RESEARCH
Capacity Building for Faculty Members in Academic innovation and Research excellence**

**Fostering Linkages in Academic Innovation and Research
Office of New Initiatives
Kerala Science & Technology Museum Campus
PMG Junction
Vikas Bhavan P O
Thiruvananthapuram 695 033**

Objectives

To enable the permanent teachers of Government and aided colleges to present their research paper(s) in national or international conferences / seminars /workshops.

Application Procedure

The applications should be sent to the Coordinator FLAIR, Office of New Initiatives, State Science and Technology Museum Campus, Vikas Bhavan P. O., Thiruvananthapuram- 695033 in the prescribed application form along with all the following necessary enclosures. The call will be open two times an academic year.

1. Application form
2. Biodata of the applicant
3. A one-page write-up of why it is important for the applicant to attend this event.
4. Acceptance letter from the organiser (Photocopy would suffice)
5. Full text of the paper proposed to be presented
6. Endorsement from the Principal (Appendix I)
7. Partial support expenses covering letter (if you have commitment from other agencies such as UGC, SERB, or any other Indian / foreign agency)
8. A no-objection certificate(s) from the author(s) [if the paper is coauthored]

General Conditions

1. The applicants should be having at least five years of service left.
2. The number of assistances is subjected to availability of funds.
3. Incomplete applications will not be considered and no correspondence will be entertained in this regard.
4. The submission of a proposal does not automatically mean that it has the approval for assistance.
5. In case of two or more applications for the same paper(s) only one application will be considered and priority will be given to the first author.
6. If both first author and corresponding author applies then priority will be given to corresponding author.

7. The applicant should not have availed a similar assistance from any agency in the last two years
8. An acceptance letter will be send to the applicant if he/she is awarded the assistance.

Submission of claim

In order to ensure prompt action, the applicant should submit the following documents within 15 days after the conference is over

- i. Terms & conditions for the assistance to the college teachers for presenting paper at international/national conference may be seen in Appendix-II.
- ii. A statement of account giving full details of expenditure incurred (in case of international travel may be filled in Appendix-III and for national in Appendix-IV)
- iii. The details of financial assistance received or facilities provided by the organisers of the conference or any other Indian / foreign agency.
- iv. The amount made available by the College/ State Government and other sources.
- v. The amount payable for each item by the Implementation Committee as per the terms and conditions.
- vi. A report on the participation in the conference.
- vii. Attested copy of certificate of participation in the conference.
- viii. Conversion rate of the US dollar into Indian currency. (From any bank or other financial institution
- ix. No over writing/correction may be made in the claim bill.
- x. Original cash memo/Receipt may be enclosed with the claim. If the photocopies are to the submitted then this should be signed by the applicant, and a declaration of the incurred expense should be submitted by the applicant.
- xii. Details of Bank Account of the Applicant may be sent with the claim on the mandate form (Appendix-V).

FOSTERING LINKAGES IN ACADEMIC INNOVATION AND RESEARCH
New Initiatives Cell

Directorate of Collegiate Education

Application for getting financial assistance to attend national / international conferences / seminars / workshops under the 'Promotional Schemes'

A. Details about the applicant

1	Name	
2	Date of Birth & Age	
3	Sex	
4	Designation & Basic Pay	
5	Official address with pin code Telephone: (O) & (R) Mobile: e-mail:	
6	Indicate the field of paper (to be presented) to be evaluated by the subject expert	
7	Number and list of publications in the specific field (attach separate sheet /s)	
8	Whether a member of national/ international professional bodies	
9	If YES specify the name of the body	
10	Name of the College where the applicant is working and name of the University to which it is affiliated	
11	Details of international conferences attended in last 2 years and source of funding (attach separate sheet if necessary)	
12	Details of ongoing / finished research projects of the applicant (attach separate sheet if necessary)	

B. CONFERENCE DETAILS

11	Name/title of the conference to be attended	
12	Name of the organizers with complete address	
13	Name of the country and town where the conference will be held	
14	Duration of the conference (date, month & year)	
15	The role of the applicant in the conference/symposium (a) Presiding/chairing a Session (if yes, attach documentary evidence) (b) Delivering a plenary lecture/invited talk (attach documentary evidence along with a copy of the full text of the lecture/talk.) (c) Presenting a paper (please attach abstract and full paper)	
16	Whether the paper has been accepted for presentation? (attach documentary evidence and a copy of the full paper to be presented in the conference. The acceptance letter enclosed with the application must be on letter head duly signed by the organizer. If the acceptance/invitation is received by mail then details of conference organizer may be given with acceptance letter).	
17	Indicate the mode of presentation (attach documentary evidence) oral/poster/both	
18	Indicate whether the paper has been coauthored. In case it is co-authored give names of the authors along with their addresses.	
19	Whether 'no-objection' certificate (s)	

	from the co-author (s) have been enclosed? (attach the certificate (s))	
20	Indicate the complete travel plan from the proposed date and time of departure from the place of working to the conference and back. (Attach separate sheets if necessary)	
21	Do the conference authorities send the paper for review before accepting it?	
22	Indicate the amount to be paid to the organizers as registration fee (copy of the Registration Form to be enclosed)	
23	Assistance required from FLAIR (a) Travel within India to reach the nearest airport. (b) Airfare (both ways) (d) Registration fee (e) Per-diem required (indicate the number of days and the rate) Total (in Rs.)	
24	Has the applicant approached the organizers/any other agency to: (a) Waive registration fee? (b) Support air travel? (c) Get the maintenance allowance? (d) Support boarding and lodging? (e) Any other? (specify)	

I certify that

(a) The details given above are correct.

(b) If the information supplied is found to be incorrect at a later date, I shall reimburse the entire amount to FLAIR.

(c) The amount received will be used for the purpose for which it is requested.

(d) In case financial assistance is received from the organizers or any other agency I shall pay back the amount granted by the FLAIR

(e) I shall abide by the decision of the FLAIR.

Place:

Date:

(Signature of the applicant)
Designation

Appendix I
Certificate by Principal
To be provided in letter head

I certify that:

- (i) The details given by the applicant are correct.
- (ii) The applicant has not availed similar provision in the last 2 years.
- (iii) The applicant has enclosed all the relevant documents.

Signature:

Office seal:

Date:

Appendix-II

Terms and conditions for the grant approved by the implementation committee

Assistance towards expenditure of a College teacher for presenting paper at an International / National Conference would be limited to 100% of the admissible expenditure on the following items on production of receipt with the claim.

- a) The approval for attending conference and travel abroad from the Government should be obtained by the applicant.
- b) Persons selected for participation in international conference should travel by excursion ticket in sectors by the cheapest air ticket (in any case not exceeding air India fare). The boarding pass must be presented while submitting the claim.
- c) Persons selected for participation in national conference should travel by train in AC-III class.
- d) Daily allowance will be paid as per the existing rates of Govt. of Kerala. For the payment of daily allowance, the Government of Kerala's rates will be followed. D.A. will be paid for the duration of the conference plus two days i.e. one day before and two days after the conference. If the journey period is less than one day before and one day after then actual DA will be given for the journey period.
- e) Attendance certificate may be enclosed.

APPENDIX-III
FOSTERING LINKAGES IN ACADEMIC INNOVATION AND RESEARCH
NEW INITIATIVES CELL
DIRECTORATE OF COLLEGIATE EDUCATION

Proforma for claiming re-imbursement of the expenditure incurred under the Promotional Scheme to attend Conference / Seminars / Workshops.

1	Name			
2	No. & date of approval letter			
3	Name & place of conference attended			
4	Duration of the conference			
5	Duration of stay abroad			
6	Details of actual expenditure incurred			
a	Air fare (by Economy class or Excursion ticket) (Photocopy to be attached)			
	Total Fare	Discount Obtained	Net Payable	Page No.
b	Daily allowance (for number of days) Voucher to be enclosed			
c	Assistance to be reimbursed by FLAIR			

Certified that

1. The details given above are correct and if the information is found to be incorrect on a later date, entire amount paid by the FLAIR will be refunded.
2. The expenditure has been utilized for the purposes for which it has been approved in accordance with the terms and conditions laid down in the acceptance letter from FLAIR.

3. In case financial assistance is received from the organizers or any other agency, the amount paid by the FLAIR will be refunded.

(Name & Signature of Applicant)

CERTIFICATE BY PRINCIPAL

1. Certified that details given above have been verified and found correct.
2. The Applicant has not availed assistance from for visiting abroad during past two years.

Signature _____

(Name in Block Letters)

(Seal)

Dated

APPENDIX-IV
FOSTERING LINKAGES IN ACADEMIC INNOVATION AND RESEARCH
NEW INITIATIVES CELL

DIRECTORATE OF COLLEGIATE EDUCATION

Proforma for claiming re-imbursement of the expenditure incurred under the Promotional Scheme to attend Conference / Seminars / Workshops.

1	Name			
2	No. & date of approval letter			
3	Name & place of conference attended			
4	Duration of the conference			
5	Duration of stay			
6	Details of actual expenditure incurred			
a	AC-III Class Rail fare (Photocopy to be attached)			
	Train No. and date	PNR No.	Total Fare	Page No.
b	Daily allowance (for number of days) Voucher to be enclosed			
c	Assistance to be reimbursed by FLAIR			

Certified that

1. The details given above are correct and if the information is found to be incorrect on a later date, entire amount paid by the FLAIR will be refunded.
2. The expenditure has been utilized for the purposes for which it has been approved in accordance with the terms and conditions laid down in the acceptance letter from FLAIR.

3. In case financial assistance is received from the organizers or any other agency, the amount paid by the FLAIR will be refunded.

(Name &Signature of Applicant)

CERTIFICATE BY PRINCIPAL

Certified that details given above have been verified and found correct.

Signature _____

(Name in Block Letters)

(Seal)

Dated

Appendix-V

MANDATE FORM

A. DETAIL OF ACCOUNT HOLDER:

NAME OF ACCOUNT HOLDER

COMPLETE CONTACT ADDRESS

TELEPHONE NUMBER/FAX/E-MAIL

B. BANK ACCOUNT DETAILS:

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND E-MAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED?	
IFSC CODE	
IS THE BRANCH NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information. I would not hold

the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected to me as a participant under the scheme.

Date: (.....)
Signature of customer

Certified that the particulars furnished above are correct as per our records.

Date: (.....) (Bank Stamp)
Signature of customer

Please attach a cancelled cheque along with the verification obtained from the bank.