

Since 1951

**JAMAL MOHAMED COLLEGE *(AUTONOMOUS)***

College with Potential for Excellence

Accredited (3rd cycle) with A grade by NAAC

(Affiliated to Bharathidasan University)

Tiruchirapalli-620020, Tamil Nadu, India

**MARIE CURIE INTERNATIONAL TRAVEL GRANT FOR SCIENCE**

**GUIDE LINES**

Marie Curie International Travel Grant for Science scheme for promoting research and development activities of Jamal Mohamed College (Autonomous) in various areas of Science by providing financial assistance to Student /Scholar/ Faculty to interact with an international level and update with the global challenges in the concerned field / area of specialisation. This could be announced every academic year and selection will be on merit basis. Priority will be given to woman candidate who is about to finish her Ph.D with good publication. If suitable women candidates are not applied, then the candidature of others will be considered. Every year, during the month of November (Marie Curie’s birth anniversary period), a meeting will be conducted and the selection list will be finalised for announcement.

**OBJECTIVES:**

To enable the PG Student /Research scholar (Full time) / Faculty from Science Departments of Jamal Mohamed College (Autonomous), to present their research findings in the international conferences/ seminars/ workshops. The proposal for attending any short term/long term training courses/internship outside the country also be considered under this scheme.

**NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME:**

The financial assistance for the selected PG Student /Research scholar (Full time) / Faculty from Science Departments of Jamal Mohamed College (Autonomous), will be paid a travel grant within the limit of Rupees Fifty Thousand only (Rs.50,000/-) in a year. Fund should be utilised for Flight tickets, Accommodation and Registration Fees.

**PROCEDURE TO APPLY FOR TRAVEL GRANT:**

The application form should be sent to the Head of the Institution through the proper channel along with all necessary documents in the prescribed format. Incomplete applications will not be considered. If the paper is co-authored, then no-objection certificate(s) from the author(s) may be attached with the application. 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. However, once the paper is accepted they may apply for financial assistance for their participation.

**SUBMISSION OF THE CLAIM:**

In order to ensure prompt action in releasing the grant, the applicant shall submit the following documents within a month after the conference /workshop/ training program is over:

1. A statement of account giving details of expenditure incurred on travel, accommodation and registration fee (Conversion rate of the foreign currency into Indian currency should be mentioned).
2. The utilization certificate from the college auditor/chartered accountant for the total expenditure incurred on the visit.
3. The details of assistance received or facilities provided by the organisers of the conference or any other similar Indian/foreign agency.
4. A brief report on the participation in the conference/ workshop/ training program with related photographic evidence.
5. Copy of the certificate of participation in the conference/ workshop/ training program.

**CONVEYANCE CLAIM:**

Persons selected for participation should travel by excursion category tickets in sectors by the cheapest air ticket by any airlines (in any case not exceeding Air India fare).

**PROCEDURE FOR APPROVAL OF THE PROPOSAL:**

The proposal(s) received duly completed in all respects will be evaluated by the subject experts, based on their recommendation, a final decision will be taken by the Management and the Principal of Jamal Mohamed College. After the selection, an approval letter will be sent to the candidate.



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**“MARIE CURIE INTERNATIONAL TRAVEL GRANT FOR SCIENCE”**

**APPLICATION FORM FOR TRAVEL GRANT**

(Application for getting financial assistance to attend International conferences/ seminars/ workshops /

Short Term/Long Term training courses/Internship outside the country)

|  |
| --- |
| RECENT PASSPORT SIZE PHOTOGRAPH DULY SIGNED BY THE APPLICANT SHOULD BE AFFIXED. |

1. **DETAILS OF THE APPLICANT**

|  |  |  |
| --- | --- | --- |
| 1. | Name (in capital letters) |  |
| 2. | Date of birth & Age  (for faculty maximum age limit is up to Fifty years) |  |
| 3. | Sex (Male / Female ) |  |
| 4. | Designation / Class |  |
| 5. | Academic qualification |  |
| 6. | Address  a. College Address  b. Residential Address  c. Aadhaar number  d. E-mail  f. Mobile number |  |
| 7. | Main subject and field of specialization |  |
| 8. | Number of publications (Enclose the list) |  |
| 9. | Details of Conferences (Organized/paper presented/participated) |  |

1. **PROGRAM DETAILS:**

|  |  |  |
| --- | --- | --- |
| 10. | Name / Title of the program to be attended by the applicant.  ( Attach documentary evidence) |  |
| 11. | Name the organizers with  complete addresses |  |
| 12. | Name the country and city where the program will be held |  |
| 13. | Duration of the program  (Mention the dates) |  |
| 14. | The role of applicant in the conferences/ seminars/ workshops / Short Term/Long Term training courses  a. Presiding / chairing a session  ( Attach documentary evidence)  b. Delivering a plenary lecture / invited talk ( Attach documentary evidence along with the a copy of the full text of the lecture / talk)  c. Presenting a Paper  (Attach abstract and full paper) |  |
| 15. | Whether the paper has been accepted for presentation?  (Attach documentary evidence and a copy of the full paper to be presented in the conference) |  |
| 16. | Indicate the mode of Presentation  ( Oral / Poster ) |  |
| 17. | Indicate whether the paper has been co-authored. In case co-authored, give names of the authors along with their addresses |  |

|  |  |  |
| --- | --- | --- |
| 18. | Whether ‘no-objection’ certificate(s) from the co-author(s) have been enclosed? |  |
| 19. | Indicate the complete travel plan from the proposed date and time of departure from the place of working / studying to the program and back |  |
| 20. | Assistance required by the applicant (copy of the evidence to be enclosed)   1. Accommodation 2. Airfare (both ways) 3. Registration fee /institute fee     d. Total (in Rupees) |  |
| 21. | Has the applicant approached the Organizers/any other agency to:  a. Waive registration fee?    b. Support ait travel?  c. Support boarding and loading?  d. Any other? (Specify)  e. If ‘Yes’ to any one of the above items, indicate the latest position and the amount likely to be made available (Attach documentary evidence) |  |
| 22. | Any other lab visit/collaborative work during the visit |  |
| 23. | Proposed date of joining the duty / attending classes in the institution after program is over |  |
| 24 | Any other information the applicant would like to give in the support of the case |  |

I certify that

1. The details given above are correct.
2. If the information supplied is found to be incorrect later, I shall reimburse the entire amount to the management of Jamal Mohamed College
3. The amount received will be used for the purpose of which it is requested.
4. I shall abide by the decision, rules and regulations of Jamal Mohamed College

Place: **Signature of the Applicant**

Date: (With name and date)

**ENDORSEMENT BY THE HEAD OF THE DEPARTMENT:**

I certify that:

1. The details given by the applicant is correct.
2. The applicant has not availed the provision in the last 2/3 years.
3. The applicant has enclosed all the relevant documents.

**Signature of Head of the Department**

Recommended / not recommended

**Signature of Head of the Institution**