



Government College of Engineering, Chhatrapati Sambhajanagar

(An Autonomous Institute of Govt. of Maharashtra)

Railway Station Road, Osmanpura, Chhatrapati Sambhajanagar.

"In Pursuit of Technical Excellence"

■ - office: (0240) 2366101, 2366102, 366111

e-mail – office.gcocaurangabad@dtmaharashtra.gov.in

web : www.geca.ac.in



Date: 29/05/2026

Guidelines for International Travel for Research

- 01 Purpose of travel is primarily for research paper presentation in reputed conference. However, after due consideration of the proposal, the internal committee may extend the recommendation to poster presentation / Collaboration work.
- 02 Invitations received directly by the faculty, where there is no direct or indirect benefit to the institute, will be treated as personal visits. The faculty would have to take leave for the period of such visits, and such visits are not to be supported by the institutional finance schemes.
- 03 Permissible for permanent faculty members only.
- 04 Travel shall be permitted through the finance support scheme only once in three years and the amount must have been sanctioned by Finance Committee of institute.
- 05 The institute will provide financial support for the registration fee only if the faculty physically presents the paper for the international conference held abroad. However, if the faculty is presenting the paper in on-line mode, institute may financially support up to 60% of the registration fees and limited to INR 30,000/- Permission to submit the paper shall not be the only basis for financial support. The aspirant faculty shall follow all the guidelines mentioned in this document.
- 06 The institute will provide partial financial support of 80 % of actual travel expenses and limited up to 2 Lakh and international DA as per Government / UGC norms.
- 07 Paper shall be submitted and presented to good quality international conference as decided by internal committee.
- 08 Passport / Visa / Stay / travel/ insurance and other procedures/ charges shall be managed individually.
- 09 It will be desirable that the applicant faculty has good track of research contributions and has published at least one research paper in peer reviewed journals or has at least one R & D or Industry project to his/her credit.
- 10 Applicants must also simultaneously apply for two external funding agencies. Total financial support from all the sources shall be limited to 100% expenses.
- 11 The faculty availing international travel should ensure compensation for academic loss of students.
- 12 The tour will be limited to two weeks. Visits to nearby Institutes / R & D units are also encouraged with prior permission.
- 13 Faculty members travelling abroad are required to prepare a detailed report of their visit, clearly specifying the objectives, outcomes and value addition to the institute & teaching learning process and present the same within 15 days of event.
- 14 Faculty should submit the proposal in the standard format well in advance.
- 15 The recommendation of internal committee is mandatory for such proposals. The internal committee will be constituted as:

Sr. No.	Person	Role
01	Principal	Chairman
02	BoG member	Member
03	Head of the respective department	Member Secretary
04	Dean R & D	Member
05	External expert	Member (Principal may invite)

- 16 Final approval will be provided by BoG Chairman.



Proposal for International Travel for Research

01	Name of the applicant						
	Designation						
	Department						
02	Qualification						
	P.G.	Year	Specialization				
	Ph.D.	Year	Specialization				
03	Experience	Teaching	Research	Industry	Total		
	Total Teaching experience in years at Govt. of Maharashtra institutes						
04	Publications details	Year	No.	H index	I index	SCI	No. of citations
	Referred Journals						
	Conference Proceedings						
	IPR / Patent / Copyright						
	R & D Project with amount						
	Consultancy Project with amount						
05	Awards & Recognitions:						
06	Name of the international event:						
	Organizer						
	Country and Venue						
	Duration						
07	Purpose: (Paper Presentation-online/ Paper Presentation – in person / Chairing a Session / Keynote Speaker etc.)						
08	Travel Plan						
Sr. No.	Date and time	Departure	Date and time	Arrival	Mode		
09	Details of Expenditure						
	Total air fare by cheapest route by economy class						
	Registration Fee						
	Total						
	80 % of the total						
10	Details of international events attended during last three years						
Name of the event		Date	Venue		Details of sponsors		

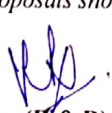
I hereby give an undertaking that the data and information given in the application and enclosures are true to the best of my knowledge and belief. I am aware that if any part of the data and information submitted is found to be false or misleading at any stage, the proposal will be rejected

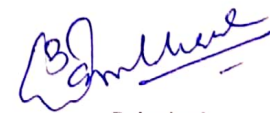
Place:

Date:

Name & Signature

(Proposals should be attached with all the necessary documents and proofs)


Dean (R & D)


Principal

