

## AICTE-INAE Travel Grant Scheme

### Standard Operating Procedure for the Year 2020 as a Special Case of Covid-19

#### Guidelines for Presenting paper during Covid-19:

The guidelines for submitting application to attend online conference, process to be followed for paper presentation in online conference and documents to be submitted for claim reimbursement are given below.

- a) The student submits the application complete in all aspects for consideration under the scheme through postal services to INAE office along with scanned copy of the application at [inaehq@inae.in](mailto:inaehq@inae.in) or through online registration link provided on INAE website.
- b) The type of conference and mode of participation is explicitly indicated by the student in the covering letter/ under others category “online conference” should be indicated for applications submitted through online registration link on INAE website.
- c) The scanned application form with signatures and stamp of the institutional authority on the application form received through e-mail/ uploaded through online registration link is considered valid for processing of application.
- d) The application is to be scrutinized by INAE as per existing guidelines of the scheme and applications which fulfil the eligibility criteria under the Scheme are forwarded to AICTE-INAE Travel Grant Committee as per existing norms. The recommendation of the Committee is received through Convener of the Committee. The selected/not selected students are intimated of their selection/non-selection through e-mail. The revised financial assistance and updated list of documents in support of claim is communicated to selected students through e-mail.
- e) Since there is no physical travel undertaken by the student to the location of international conference, hence, no travel charges, visa fee, insurance or local travel charges to the nearest airport or to the venue of the conference, will be provided to the student.
- f) In case of participation in online conference the charges up to Rs. 25000 will be reimbursed to the student.
- g) The student presents the paper in the Conference for which the selection was made on the scheduled date and time through video conference/Skype/ Zoom/ WebEx/ Videocall and other similar facilities. The student clicks screen shots while presenting the paper.
- h) After presenting the paper in conference through online mode, the student obtains an authentication letter from Director/ Principal of the Institute in which he/she is studying. The Director/Principal authenticates participation of student and paper presentation by him/her through online mode (from e-mail ID of Director/Principal/Head of the Institution).
- i) Student obtains certificate of participation from Conference Organizers.

- j) Additional documents required for claim re-imburement
- Print out of the screen shots clicked while presenting paper as per point 'g' above
  - Authentication certificate as indicated in point 'h' above
  - Certificate of Participation by conference organizers
  - Scanned copies of claim documents with Signatures and stamp of college authority on claim form, printouts of the screen shots clicked while presenting papers and authentication certificate issued by the Director/Principal will be considered for processing of claim received through their e-mail ID, till the postal/courier services resume their functioning. The claim will be processed and accordingly disbursed based on endorsement received from the College authorities (from E-mail ID of Director/Principal/Head of the Institution) till the college reopens. Once the college resumes complete operations, hardcopies of the claim forms endorsed (ink signed by Director/Principal/Head of the institution with Stamp of the Institution) will be accepted for processing the claim.
- k) The application/ claim is to be filed in accordance with existing norms of the scheme. The proposed changes are suggested to enable the student to apply and participate in online conferences under lockdown situation.
- l) The application and participation in online conferences is proposed in wake of the unprecedented situation posed by outbreak of COVID-19. The Option will not be valid when the international travel resumes, and the conferences are held in respective countries, asking for physical presence of the presenter in the conference.