



Coimbatore Institute of Technology

COIMBATORE- 641014

Guidelines and Procedures for availing Travel and Registration support

FACULTY

Version 2 Updated on 05.05.2025

1. Applicants who wish to avail financial support for participating in conference or professional development programs locally / abroad, must apply before one month in advance from the date of the conference/ seminar.
2. Applicants, submitting the application forms along with documents will be scrutinized by Standing Committee (SC) constituted by Head of the institution. SC will consider all applications on various criteria's like quality, originality of research , interdisciplinary relevance and type of conference.
3. Based on merits of the application, standing committee will consider the representations from various departments on equitable basis. The committee will have a meeting at every third week of the month to scrutinize the applications and recommend for financial approval. Result will be notified after recommendations from committee.
4. Faculty who avail travel grant must submit short report within a month after attending the conference in physical/online mode. The report must outline the presentation, research values and institutional collaborations which can be potentially materialized. A copy of participation certificate must be enclosed.
5. Institution will assign a specific allocation of budget to finance this scheme every year, strictly in accordance with the directives and sanction by management. The amount will be utilized in two terms (June – December) & (Jan- May).
6. For national level conference/ seminar, faculty can avail this scheme ONLY once in a year [Funding < Rs 10K) and if the funding exceeds RS 25K, faculty can avail the scheme after two years.
7. For international conference/ seminar, ASEAN region, approval amount is limited to Rs 35K and for other geographical regions, approval amount is limited to Rs 70K. If funding is approved by management, faculty can avail the scheme only after two years.
8. If the paper has been authored by two or more person, ONLY one of them will be availed for the scheme to present it in conference.
9. Funding covers only the registration fee and 3rd AC train or bus fare. It does not include lodging and food expenses.
10. Deserving cases may be considered based on the recommendation by the standing committee.
11. Detail of travel support application form is available in the institution website.

Ru

Rij