



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

Maharashtra University of Health Sciences, Nashik

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University Research Department

Notification No. 07/2025:- Rules for Research Travel Grant Scheme

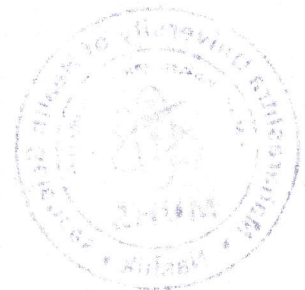
A. Short title, extent and commencement:

- These rules may be called as "Rules for Research Travel Grant Scheme" for providing financial assistance to the Teachers & Students of Affiliated Colleges and University Departments for research travel.
- It shall be applicable to all approved teachers & students of Affiliated Colleges and University Departments of Maharashtra University of Health Sciences, Nashik (herein after referred as the MUHS).
- These rules shall come into existence with effect from the date of its issuance by repealing all the rules and regulations issued earlier.
- Financial assistance will be provided for travel within India and abroad to present research papers at National/ International Conferences. The assistance will not be provided for participation as a delegate alone.
- These rules shall come into existence with effect from the date of its issuance by repealing all the provisions of previous Notification No.43/2022.

B. Scope:

The grant is designed to foster research and broad dissemination of the knowledge throughout scientific community by encouraging teachers and students of MUHS to participate in various scientific events in India and abroad.

- To provide financial assistance for Teachers & Students of Affiliated Colleges and University Departments for presenting in national and international conferences/seminars/ symposia/ workshops,
- To provide financial assistance for International travel fare to teachers selected under international research collaboration.



3. To provide international travel grant to Teachers & Students of Affiliated Colleges and University Departments for attending training programmes, as decided by the University time to time.
4. To support to Teachers & Students of Affiliated Colleges and University Departments for participating in academic exchange programme with international universities, as decided by the University time to time.

C. Eligibility for Travel Grant

1. For those invited as a speaker/Chief Guest/Session Chair/Faculty at national/international academic conferences/ seminars/ symposia/workshops organized by recognised University/Authority/Reputed Organisations. The level of the institution organizing the event should be of high standards and the programme should be capable of enhancing skills or adding to the professional accomplishment of participants. Final decision regarding this shall be from RTGC committee.
2. Financial assistance may be provided in the following cases: -
 - a) Author presenting an Oral Presentation of his Research/Paper at conferences/ seminars/ symposia/workshops organized by recognised University/Authority.
 - b) Those invited by International/ National/ State level professional scientific bodies registered under relevant Government authority, as a Chairperson/ panellist/ speaker/ resource person/Faculty in national and international conferences/ seminars/ symposia/ workshops.
3. Under this scheme, financial assistance will be provided to a person for travel within India, once in two years only.
4. Under this scheme, financial assistance will be provided to a person for international travel, once in three years only.
5. Preference will be given to the applicants who have not availed this grant previously.

D. Nature of Assistance:

1. For Conferences / Seminars etc. requiring travel within India:

The financial assistance will be limited to actual travel expenditure maximum up to Rs. 25,000/- only.



- a) Travel Grant for participation in Conferences/Seminars/Symposia etc. within India will be provided to eligible teachers/ students of university once in two years, subject to formalities and approvals prescribed in this regard. The grant would cover cost of travel to the place of Conference and back by AC 2 Train Fare / Economy Air Fare / Bus fare including local travel expenses.
- b) Rail/bus/taxi/ air fare will also be paid for to-and-fro travel between the place of residence, or University/College/Institution Headquarters and the nearest airport from which trains depart /national flights take off. This amount will be included in the maximum amount stated above.

2. For Conferences / Seminars etc. requiring foreign travel:

The financial assistance will be limited to actual travel expenditure maximum up to Rs. 75,000/- only or the amount as decided by the University. Travel Grant will be provided to eligible faculty/students once in three years.

- a) Cost of economy class air travel at the time of travel.
- b) Rail/bus/ air fare for to-and-fro travel between place of residence, or University/College/Institution Headquarters and the nearest airport from which international flights take off and actual Visa fee. This amount will be included in the maximum amount stated above.

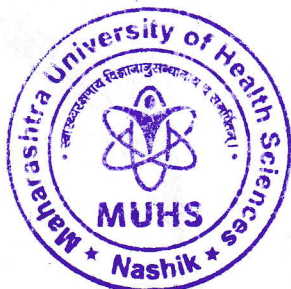
The cap on funding aims at enhancing the number of beneficiaries in a particular Academic Year against limited fund available under this budget head.

E. Application Procedure:

Application Part-1

1. Application in the prescribed format **Appendix A** attached to this notification, should be forwarded through proper channel to the HOD, University Research Department, MUHS, Nashik, **two** months prior to the commencement of the foreign travel and **one month** prior to the domestic travel (relaxation may be as per recommendation of RTGC). Application should be accompanied by the following **documents (Part -1) whichever applicable:**

- a. Proof of recognition/ registration of the organising Institute/ University. RTGC shall decide regarding authenticity of organising institute.



- b. Details of the conference/ conference brochure.
- c. For those invited as a speaker/Chief Guest/Session Chair/Faculty, copy of the invitation letter from the organizers.

Or

A copy of the letter from the organizers of the Conference accepting the paper/poster for presentation.

- d. One hardcopy and a soft copy (pdf format) of the full paper or poster to be presented at the Conference/Seminar/Symposia etc.
2. Incomplete applications will not be considered. University shall reply its decision within one month of receipt of application. Applicant shall comply its deficiencies within eight days. Submission of application does not guarantee sanction of the proposal by the University.

Application Part-2

In order to ensure prompt action in releasing the grant, the applicant must submit following documents (Part-2) within 30 days from the date of return to his/her college/university department.

- 1) Claim form for reimbursement of Travel grant (**APPENDIX - B**)
- 2) Statement of Account, giving details of expenditure incurred on various items viz, travel tickets, visa charges, etc.
- 3) A copy of air tickets with original boarding passes (if applicable).
- 4) Report on the participation in the conference duly countersigned by HOD & Head of the Institution. This report should consist of
 - i. Summary of research travel experience including name, place, date and details of the travel for conference (350 words)
 - ii. Outline of the academic presentation/deliberation (350 words)
 - iii. Brief description about academic interaction & learning during participation (350 words)
 - iv. Photographs of the participants during the presentation (four photographs)
 - v. The applicant must enclose proof of acknowledgement of MUHS affiliation in their presentation. (submit copy of PPT slide)

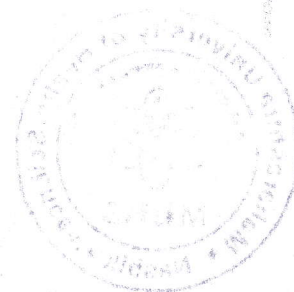


- 5) Details of assistance received or facilities provided by the organisers of the conference or any other similar Indian/foreign agency. Nil report will be submitted by the applicant duly countersigned by the head of the college/institute or the head of university departments in case no such assistance has been received by him/her.
- 6) The amount made available by the College/University/State Government/Central Government/Central Councils and other sources.
- 7) Certificate of Participation in the Conference from the organizers.
- 8) Certificate of Award(s) received (if any) during the conference.
- 9) Conversion rate of the US dollar/Pound/Euro/any other currency, into Indian currency (From any bank or other financial institution).
- 10) Duly verified Bank details of the applicant (Name as per bank records, bank name, branch name and address, account no, nature of account, IFSC code or cancelled cheque).

Documents may have to be made available by the applicant, as and when asked by the University for verification purpose.

F. Application selection process:

1. Applications, complete in all respects, for conference/seminar etc. will be scrutinized by the Research Travel Grant Committee (RTGC) constituted by competent authority in this regard. The RTGC shall consider each application on various criteria like quality and originality of research, its current and (inter) disciplinary relevance etc. The Committee may invite expert to take a considerable decision with regard to a particular application.
2. Apart from the merit of the application, the RTGC will also consider the representations from various colleges/ institutions (faculty-wise) on equitable basis.
3. The RTGC will consider the level of the program and standing of the institution/ organizing body/ association, etc. organizing the event in order to avoid organizers and events of dubious and non - academic nature.
4. After proper scrutiny, the RTGC will make recommendations to the competent authority regarding the merit of the application and its suitability for financial assistance or otherwise.



5. After approval of competent authority, the decision of the university will be formally conveyed to applicants.

G. Composition of Research Travel Grant Committee:

Proposal(s) received, duly complete in all respects, will be evaluated in June and December every financial year by the RTGC constituted for this purpose by the Honourable Vice Chancellor. This committee will also decide the total maximum numbers of proposal to be recommended per financial year. The Research Travel Grant Committee shall be as follows.

1. Chairman: Pro- Vice Chancellor, MUHS, Nashik
2. Member: Concerned Faculty Dean(s), MUHS, Nashik.
3. Member: Faculty from affiliated colleges, as decided by the Chairman.
4. Member: Dean(Academics), University Academic Wing, MUHS, Nashik
5. Member Secretary: HOD, University Research Department.

Based on the recommendations of the above Committee, RTGC report will be submitted to Hon'ble Vice Chancellor for final approval.

H. Release of Sanction Letter:

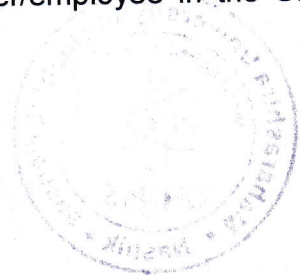
On final approval from Hon'ble Vice Chancellor, the University Research Department shall intimate to the applicant, by way of Sanction Letter and e-mail. The Sanction Letter shall contain all other conditions regarding travel grant.

I. Procedure for Release of Grant:

After verification of claim form and all required documents, the approved amount will be sent to the eligible applicant, by way of Demand Draft/ RTGS/ NEFT.

J. Miscellaneous:

1. University may, at any time, without giving prior notice, amend, relax, alter or repeal any criteria and or provision of these rules or may prescribe additional rules or procedure in conformity with abovementioned provisions.
2. For participation in a conference/ seminar etc., abroad, the concerned teacher must have rendered at least two years of service as approved teacher/employee in the University



affiliated college. However, conditions may be relaxed on case to case basis by the Hon'ble Vice-chancellor based on the merits of each case.

3. Teaching faculty of the affiliated colleges to the University availing Travel Grant to participate in conference/ seminars etc. will have to use their Duty Leave (DL) for the sanctioned days of absence.
4. If the paper/poster has been prepared by two or more persons, only first / corresponding author will be allowed Travel Grant for presenting it in the conference/seminar etc., subject to the No Objection Certificate (NOC) given by the other author(s) [first / corresponding author only].
5. Aggrieved student / stake holder, if any; in the matter concern with MUHS Travel Grant scheme may represent his representation/complaint in writing to the Vice-Chancellor, MUHS.
6. The decision of the Vice-Chancellor, MUHS shall be final and binding on all the stakeholders.
7. In case of interpretation of or difficulty arising in implementation of any of the provision of these rules the decision of the Vice-Chancellor, MUHS shall be final.
8. Notwithstanding anything mentioned herein above, the right to approve/ disapprove the proposal(s) rests with the Hon'ble Vice Chancellor.
9. All the words or terms denoting any gender shall include all genders.

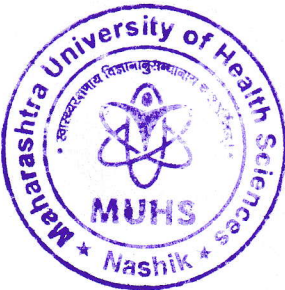
Issued with the approval of competent Authority.


12-2-25
Registrar

Date: 12 /02/ 2025

Place: Nashik

Enclosures: As per above (APPENDIX- A, APPENDIX- B).





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Tel : (0253)2539303-288/ 6659303-288

Website : www.muhs.ac.in, E-mail : urd@muhs.ac.in

University Research Department– Notification No./2025

Rules Governing Procedure of Research Travel Grant Scheme For Teachers & Students of University

Departments / Institute And Affiliated Colleges

Self Attested
Photograph of
Applicant

A. Details of the applicant (Teacher/ Student)

- Name of the applicant:.....
Designation:.....
Dept./ College:.....
Postal Address:
.....PIN.....
Mob: Telephone Office:Residence:.....
E-mail:
PAN No.....
- Date of birth: Age on the day of application:.....years,
Sex: Male/Female
For Students: Academic YearCourse Name.....
- Field of specialization:

B. Details of the Scientific event:

Name of Event	Name of Organizer	Role or Capacity in which attending the event	Duration for the period	Additional remark; if any;

04. Whether the paper has been accepted for presentation? (attach documentary evidence and a copy of the full paper to be presented in the conference):
05. Indicate the amount to be paid to the organizer as registration fee
06. Assistance required from the University:
- (a) Travel charges within India to reach the nearest airport:
 - (b) Transport Charges (Rail, Bus, Airfare: to & fro) :
- Total (in Rs.) :
07. Assistance availed from any other source or funding agency: (in Rs.) :

UNDERTAKING BY THE APPLICANT

I certify that,

- (a) If the information furnished in this application is found to be incorrect at a later date, I shall reimburse the entire money to the University.
- (b) The money received will be used for the purpose for which it is requested.
- (c) I shall abide by the decision of the University.
- (d) I confirm that, I have disclosed about the funding raised from any other source(s).
- (e) I further undertake that, no any conflict of interest is involve in this Research Travel Grant application
- (f) The details given above are correct.

Place:

(Signature of the applicant)

Date:

Designation:

CERTIFICATE BY THE HEAD OF THE COLLEGE/ INSTITUTE

I certify that,

- (i) The details given by the applicant are correct.
- (ii) The applicant has not availed this grant in the last 2/3 years.
- (iii) The College/ Institute/Department is affiliated to MUHS since.....years.
- (iv) The applicant has enclosed all the relevant documents.
- (v) In case the institution is found not fit as per provisions in scheme and rules, Act, even after the approval of the case, the grant will automatically be considered as cancelled.
- (vi) I confirm that, applicant has disclosed about the funding raised from other source(s).
- (vii) I further counter certify that, no any conflict of interest is involve in his/her Research Travel Grant application.

Place:

Signature:

Date:

Name:

College/Institute seal:

Designation:

CLAIM FORM

To,
The Hon'ble Registrar
 Maharashtra University of Health Sciences, Nashik
 Dindori Road, Mhasrul, **Nashik - 422004**

Kind attention to: HOD, University Research Department (URD), MUHS, Nashik.

Subject: Approval Letter No.....for financial assistance of Research Travel Grant.

Sir,

The terms and conditions of Travel Grant communicated by MUHS, Nashik are accepted and an amount of Rs...../- is claimed towards expenditure for the travel for presenting research paper entitled..... aton in accordance with the details given below

Departure			Arrival			Mode of journey	Distance travelled in Kms.	Ticket no. & date of 1 st class by Rail and/or Air	Total		
Date	Time	Station	Date	Time	Station				Foreign Currency	Exchange Rate	Amount (INR)

(Receipts and relevant supporting documentation should be attached)

Amount may kindly be credited electronically to:

Bank Details of Applicant

1. Bank Account Number
2. Name of Bank & Branch of the Bank
3. Account type/Nature of Account
4. IFSC Code of the Bank

It is certified that the information given by the applicant is correct.

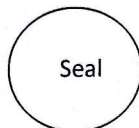
Signature of the applicant with date :

Counter certified by the Head of the Institute/ Dean/ Principal/ Director:

Counter signature :

Stamp

Name:
 Place:.....



Date:../../....