



17 JUN 2016

University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi - 110 002

F. No. 6-162/2016(TG)

The Principal  
Sacred Heart College,  
Thevara, Cochin - 13, Dist. Ernakulam, Kerala

Sub: Travel Grant to college teachers for presenting papers in International Conference(s) - Acceptance of proposal.

Sir/Madam.


With reference to the application on the subject cited above, I am directed to inform you that the Commission has accepted the proposal for financial assistance to Sacred Heart College, Thevara, Cochin - 13, Dist. Ernakulam, Kerala in respect of Dr. Mathew M.J. for presenting the paper entitled Intraspecific Variation of Pedipalp and Epigyne Morphology in Plebs Mitratus (Simon, 1895) (Araneae: Aranediae) with Comments on the Occurrence of Mating Plug in the Genus in the conference 20th International Congress of Arachnology to be held in USA from 2nd - 8th July, 2016 and has agreed to provide grant to the extent of 100% of the approved expenditure on this account to the Institution subject to the conditions indicated in Appendix-1. The proposal is approved with the condition that the College should be fit under section 2(f) & 12(B) of the UGC Act, failing which it will be considered cancelled automatically.

You are requested to submit the following documents alongwith the claim in the prescribed format.

1. Statement of account giving details of expenditure incurred on various items Viz-travel, Airport Tax, Registration fee, visa fee and daily allowance with supporting documents/vouchers.
2. Utilisation Certificate in the prescribed format (Appendix-II) from the college duly signed by the Principal and University Auditor/Chartered Accountant for the total expenditure incurred on the visit.
3. Details of assistance received or facilities provided by the organizers of the conference or an other similar Indian/foreign agency.
4. Amount made available by the College/University/State Govt. and other sources.
5. Amount payable for each item by the University Grants Commission as per terms at conditions.
6. A brief note on the participation of the teacher concerned in the International Conference.

- 7 Certificate of participation in the conference.
8. Conversion rate of US Dollar into Indian Currency from (any bank/or other financial Institution).
- 9 Copies of the ticket travelled abroad from the airport to the venue of the conference and back alongwith boarding passes.
10. E-ticket is acceptable provided the amount or the fare is clearly reflected on the ticket.
11. Certificate from Air India as a proof of shortest route with economy class return excursion air fare for the journey.
12. Visa fee receipt as per embassy rate.
13. As the grants to the colleges are to be sent electronically only, therefore it is requested that details of Bank Account number of Principal/Director/Dean may be sent to UGC in the enclosed mandate form.

Yours faithfully,

  
(Mrs. Pramod Sharma)  
Under Secretary

Copy to:

1. **Dr. Mathew M.J.**  
Assistant Professor, Deptt. of Zoology,  
Sacred Heart College, Thevara,  
Cochin - 13, Dist. Ernakulam, Kerala
2. **The Registrar, Mahatma Gandhi University,**  
Priyadarshini Hills, Kottayam-686 560
3. **Guard File.**

  
(Sunita Kalra)  
Section Officer

P.S. The candidate(s) who are unable to attend the conference may inform the commissic invariably.