



## **HIGHER EDUCATION DEPARTMENT, GOVT. OF KERALA**

### **SOAFT: System for Online Application For Foreign Travel**

The SOAFT: System for Online Application for Foreign Travel is a web application developed for processing application for foreign travel of faculties under different institutes of Higher Education Department, Government of Kerala.

#### **Instructions**

Please read the instructions carefully before you start filling the online application form.

1. The faculties of Government Arts and Science Colleges, Govt.Engineering Colleges, Govt. Law Colleges, Govt. Polytechnics should apply directly to Government along with the Principal's recommendation.
2. The faculties of Aided Arts and Science Colleges, Aided Engineering Colleges, Aided Polytechnics should apply directly to Government along with the Principal's & Manger's recommendation.
3. Faculties in the Departments under the control of Universities should apply directly to Government along with recommendations of the Registrars concerned.
4. The faculties of IHRD, LBS and CCEK should apply directly to Government along with the Principal's recommendation.
5. Principals of all Colleges should apply directly to Government along with recommendation from the Heads of Departments.
6. The Heads of Departments should apply directly to Government along with the required documents .
7. Applications should be submitted online with all relevant documents at least 10 days before the proposed travel.
8. Applicant should submit the abstract of the paper to be presented if any, in the other document section.

9. Applicant should obtain the mandatory clearance from the Ministry of External Affairs and Ministry of Home Affairs as the case may be.
10. The applicant should upload Photo, Signature, scanned copy of NOC from Head of the Institution, scanned copy of Passport, scanned copy of Brochure and invitation of the programme and any other relevant document along with the application.
11. The scanned image of the Photograph of the applicant should be in .jpeg/.png format, 150W X 200H pixel dimension and within the size limit of 30kb.
12. The Signature of Applicant should be in .jpeg/.png format, 150W X 150H pixel dimension and within the size limit of 30kb.
13. The NOC from Head of the Institution, copy of Passport, Brochure and invitation of the programme, any other documents need to upload should be in .pdf format and Maximum file size is 5MB.
14. Applicant should verify the e-mail ID and mobile numbers automatically populating in the application are correct. If it is found wrong, please update the correct details in the profile or in the application.
15. After submitting the application successfully, the applicant will receive a confirmation message (SMS). The application status will be available in the application status menu. The status of the application may also be informed the applicant through SMS.
16. The submitted application after processing will lead to a Government Order and Government orders so issued could be downloaded from the software.
17. Once the journey is completed, the applicant should furnish a detailed tour report on the visit through SOAFT.

### **How to apply**

1. For creating user account, the faculty may click the '**New Registration**' link in the home page. A registration form may popup, in which the faculty may provide User Name as your e-mail, password, Name, Designation, Department, mobile and Name of institute. After submitting the details you may get a six digit OTP. Then close the window using close button. For activating the account, please click the '**Activate Account**' menu in the home page. The user may enter the User Name/E-mail, Password, Mobile, OTP in to the window and click submit button. An SMS may be received for intimating the same.

2. If you forgot the password, use the '**Forgot Password**' menu for retrieving the same.
3. It is recommended that, the users accessing the system may use strong passwords for security (Password must contain a capital Letter, small letter, digit and a special character). Sharing of passwords is prohibited.
4. Users have the responsibility to use this resource/system in an efficient, effective, lawful, and ethical manner.
5. Users shall be responsible for the activities carried out on their client systems, using the accounts assigned to them. Any security incident, noticed or identified by a user must immediately be brought to the notice of the **IT Division, IHRD HQ, Thiruvananthapuram, Mobile : 9447272171, E-mail: ngskumar@ihrd.ac.in.**