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**Directorate of Students' Welfare**  
**Guru Gobind Singh Indraprastha University**  
(A State University established by the Government of NCT of Delhi)  
Sector 16-C, Dwarka, New Delhi 110078 [www.ipu.ac.in](http://www.ipu.ac.in)



F. No. GGSIPU/DSW/23/2024-25/414

Dated: 29/07/24

**GUIDELINES FOR TRAVEL GRANT FOR ACADEMIC PURPOSES**

The scheme is for providing financial assistance to the students of the University Schools of Studies/Centre of GGSIP University for presenting Research Papers/Projects in National/International Conferences/Seminars/Symposiums/Academic Events of repute organized by reputed Universities/Organizations only.

The aim of the scheme is to promote research/academic activities in various areas of professional education by providing an opportunity to students to interact at the National and International level to keep them updated with the global changes in the concerned fields/areas of specialization.

**ELIGIBILITY:**

- i) The scheme is applicable to the students of the University Schools of Studies/Centres of GGSIP University.
- ii) The applicant must be active in research and / or must demonstrate innovative work in the subject area with good academic record. This must be duly certified by the supervisor and countersigned by the Dean of the concerned school.
- iii) The scheme is applicable for presenting research papers/projects in National/ International Conferences/Seminars/Symposiums/Academic Events only.
  - (a) International conference (international travel) is allowed only for Ph.D scholars once during the entire Ph.D. period (From Registration till submission of thesis).
  - (b) International conference (within Country)/National Conference is allowed to Ph.D. scholars/PG students/UG students once in 2 years.
- iv) The proposal for attending any Short Term / Long Term training course(s) within or outside the country shall not be considered under this scheme.
- v) An applicant shall not be eligible for Travel Grant, if during the last two years, he/she has availed any financial assistance under this scheme.

**FINANCIAL ASSISTANCE:**

The financial assistance under Travel Grant shall be admissible on reimbursement basis as per the recommendations of the Standing Committee constituted by the Competent Authority:

**1. TRAVELLING EXPENSES:**

**(a). Full-time Ph.D. students:**

Travelling expenses shall be restricted to 50% of the to & fro travel for an international journey and 100% of to & fro travel within India from National and International Airport to the destination Airport or from the nearest Railway Station or State Bus Transport Terminal.

**(b) Full-time Post Graduate and Under Graduate Degree Programme students:**

Travelling expenses shall be 100% of the to & fro travel within India. The students must travel only from the nearest Railway Station or State Bus Transport Terminal.

## 2. Mode of Travel:

### i) Travel Within India

The students are allowed to travel within India by train in III AC/ AC Chair Car or buses in the equivalent class. However, if the Ph.D. students wish to travel by air, they should plan and travel by the shortest route. The PG & UG students not entitled to travel by air. However, if they choose to travel by any airlines, the reimbursement in such cases shall be restricted to the fare of their entitled class of train or actual expenses, whichever is less. The students will be required to attach a printout of rate chart of train fare taken from the official website, i.e. the train fare applicable on the date of booking of ticket of private airlines.

### ii) International Travel

In case of international travel, the students are required to adhere to the following instructions / guidelines, failing which their claims for reimbursement shall be rejected summarily:

- (1) In all cases, the students are required to book the air tickets through booking counters / offices / website of the airlines or through authorized travel agencies i.e. M/s Balmer Lawrie and Company / M/s. Ashok Travels and Tours Ltd/ IRCTC/DTTDC only.
- (2) The student must travel in economy class only in flights having the cheapest fare in the desired time slot at the time of booking of the Air Ticket.
- (3) While submitting the reimbursement claim of travel, the students are required to attach a printout of the rate chart of the air fare applicable on the date of journey showing that the air fare selected is the cheapest in the preferred time slot. Tickets and Boarding Passes should also be submitted along with the claim.

## 2. Visa Fee:

Only regular visa fee will be reimbursed to the students in case of International Travel.

## 3. Registration Fee:

The Registration Fees is capped at US Dollar 300 or equivalent or actual whichever is less and will be reimbursed for one paper/project in a single conference/event to the presenter/author only.

## 4. Per Diem Allowance:

Per Diem Allowance for the number of days of the conference as well as for one day prior to and one day after the conference shall be admissible within the prescribed limits as under:

### i) Within India Travel:

On production of original bills the maximum limit of reimbursement is as under:

Hotel Accommodations per day	Food Bill per day
Rs. 450/-	Rs. 500/-

### ii) International Travel:

The Per Diem Allowance will be allowed @ 33% of the prescribed rates for various cities as notified by the Government. No additional claim on account of accommodation, food, local travelling or any other contingent expenditure will be entertained.

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REQUIREMENTS FOR APPLYING FOR THE TRAVEL GRANT:

1. While forwarding the application, the Faculty Supervisor of the concerned department shall ensure the reputation of the organizing body.
2. Applicants are required to apply only in the prescribed application format (as per Part-A, B, C & D). The application should be accompanied by:
  - (i) A Letter from the conference organizers confirming the acceptance of abstract for oral/poster presentation in the Conference/Seminar/Symposium/Academic Event.
  - (ii) A copy of the abstract accepted for presentation including the title of the presentation and names of all authors with their affiliations in case of a co-authored abstract. The name of the presenting author in the co-authored abstract should be underlined in the abstract.
  - (iii) A no-objection certificate(s) from other co-authoring members, if the abstract has multiple members as co-authors.
  - (iv) Documents providing information about the Conference/Seminar/Symposium/Academic Event, including the conference website address, conference theme, name of the organizing institution/society/academy, dates and venue.
  - (v) Details of external financial assistance sought/sanctioned/received from the organisers or other sources for this Conference/Seminar/Symposium/Academic Event in cash/kind (including waiver of registration, boarding, lodging, travel), if any.
  - (vi) The conference/seminar/symposium/academic event for which financial assistance is sought is not organized/sponsored/funded by the University or any of its affiliated institutions.
3. The proposal should reach the Directorate of Students' Welfare at least one month in advance before the scheduled date of Conference/Seminar/Symposium/Academic Event in the prescribed format.
4. The proposals received by students will be examined by the committee consisting of the following members:
  - (i) Director, Students' Welfare – Chairperson
  - (ii) Controller of Finance/ Nominee
  - (iii) Three Senior Professors of the University
  - (iv) Associate Director, Students' Welfare
5. The applicant should submit only one proposal at a time.
6. In case the application of a candidate for a particular event (for a particular date as well as a particular venue) is rejected, the same shall not be considered again and no correspondence in this regard shall be entertained by GGSIP University.
7. Applications should be properly spiral bound to avoid any loss of paper. The University shall not be responsible for loss of any documents.
8. The grant offered/sanctioned to attend a specific conference, can not in any case, be utilized for the purposes of Travel to attend any other Conference.
9. Reimbursement shall not be admissible for the journey performed by private Car/Van/Bus or any other vehicle owned by a private operator.
10. The journey shall be performed by the shortest route.
11. The Travel Grant is only on a reimbursement basis & no advance payment will be made on this account.

**RELEASE OF TRAVEL GRANT:**

The applicant shall submit the claim for the expenditure actually incurred duly forwarded by the concerned Dean/ Director/Principal of the University School/Centre/Affiliated Institutes along with the copies of the following documents:

1. Claim should be submitted in the duly filled in prescribed form (Part-E)
2. Statement of Expenditure along with the copy of journey tickets (Boarding Pass is required in case of travel by air in original)/Original train tickets.
3. A brief report of the conference.
4. A brief report of any other scientific and technical activities undertaken during the visit.
5. Receipt of the Registration Fee in original issued by the Organizers.
6. Voucher/Bank Certificate indicating the rate at which foreign currency is purchased, if applicable.
7. Certificate of attendance/participation issued by the organizers.
8. Feedback Form (Part-F).

In case the claim for releasing of Travel Grant is not submitted in the prescribed format along with the aforesaid relevant documents duly attested by the Student/Faculty Supervisor/Dean, the grant will not be released.

The sanctioned amount shall be reimbursed to the applicant through RTGS in the bank account of the student on receipt of all the required documents duly forwarded by the Dean/Director/Principal of the University school/centre/affiliated institution of the applicant. All the documents should be submitted to the Directorate of Students' Welfare within one month of the return journey.

The students should also submit details of their bank account no., address of bank, IFSC Code, a copy of pass book / cancelled cheque for transferring the sanctioned amount of grant.

**SUBMISSION OF APPLICATION:**


The application for applying for the Travel Grant should be submitted in the prescribed format (enclosed) to the Directorate of Students' Welfare at the address given below:

**The Director, Students' Welfare  
Guru Gobind Singh Indraprastha University  
Sector 16C, Dwarka, New Delhi-110078**

  
**(Prof. Manpreet Kaur Kang)  
Director, Students' Welfare**

**Copy to:**

1. All Deans/Directors, USS/Centres, GGSIPU.
2. Controller of Finance, GGSIPU.
3. Head, UITS with a request to upload the same on the University website.
4. AR to Vice Chancellor for kind information of the Hon'ble Vice Chancellor.
5. AR to Registrar for kind information of the Registrar.
6. Guard File.

  
**(Surinder Singh)  
Section Officer, SW**



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**Directorate of Students' Welfare**  
**Guru Gobind Singh Indraprastha University**  
**Sector-16 C, Dwarka, Delhi-110078 Website: <http://ipu.ac.in>**

**PART "A"**

**SUMMARY SHEET**

1. Name and address of the applicant \_\_\_\_\_  
\_\_\_\_\_
- Enrolment No: \_\_\_\_\_ Year of Admission: \_\_\_\_\_
2. Category: SC/ST/OBC/General \_\_\_\_\_
3. Date of birth: \_\_\_\_\_
4. Sex (Male / Female): \_\_\_\_\_
5. Programme Name: \_\_\_\_\_ Course Pursuing: UG/PG/Ph.D \_\_\_\_\_  
Name of the USS/Centre/Institute: \_\_\_\_\_
6. Organizer Name/Affiliation: \_\_\_\_\_
7. Name of the Conference: \_\_\_\_\_
8. Dates of Conference: From \_\_\_\_\_ To \_\_\_\_\_ Period of Conference \_\_\_\_\_ Days
9. Venue: City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_
10. Title of the paper (kindly attach a copy of the abstract of the paper along with the letter of acceptance): \_\_\_\_\_  
\_\_\_\_\_
11. Has the applicant received any grant under the Travel Grant scheme of GGSIP University in the past (Yes/No)  
(If yes, give the following details)

Month & Year	GGSIP University Sanction Order No.	Financial Assistance received

\_\_\_\_\_  
Signature of the Candidate

**PART "B"**  
**BIO-DATA**

1. a). Name of the Applicant: \_\_\_\_\_  
 Enrollment No.: \_\_\_\_\_  
 Year of Admission: \_\_\_\_\_
- b). Programme: \_\_\_\_\_
- c). Address of the applicant (Institution): \_\_\_\_\_  
 Telephone No. : \_\_\_\_\_ Fax No. \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

2. a). Date of Birth: \_\_\_\_\_
- b). Age
- c). Sex (M/F)

3. Educational Qualification

Degree	Institute	Field	Name of the Degree	Year	Division
UG					
PG					
Ph.D					
Post Doctoral					
Any other					

- a). Publications (Mention only Number of publications during the last five years with the first page of the relevant publication).

	Number				
i). Referred Journals					
ii) Conference Proceedings					
iii) Books					
iv) Patents					
v) Any other					

- b). Awards / Prizes received, if any (attach Proof)

Name of awards / prizes	Year	Awards / prizes received from

4. Any other relevant information.

(Signature of Applicant)

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**Part "C"**  
**CONFERENCE DETAILS**

1. Name of the Conference : \_\_\_\_\_  
\_\_\_\_\_

2. Theme : \_\_\_\_\_

3. Venue (only one proposal for one particular venue shall be considered, hence the applicant may write only one depending upon priority)

City: \_\_\_\_\_

State: \_\_\_\_\_

Country: \_\_\_\_\_

4. Dates: From \_\_\_\_\_ To \_\_\_\_\_

5. Nature of the Conference / Symposium / Seminar :  
(Please  )

National

International

6. Details of Organizer: \_\_\_\_\_

Organizer Name: \_\_\_\_\_

Hosting Organization: \_\_\_\_\_

7. Purpose of the visit (put tick mark against the appropriate place)

- a) Participation/Attend only
- b) Invited talk / delivering Plenary Lecture
- c) Oral Presentation
- d) Poster Presentation
- e) Any other

8. Details of paper(s):

9. Number of papers to be presented: \_\_\_\_\_

10. Title of the paper to be presented: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Nature of the paper [Single/Co-authored]: \_\_\_\_\_

12. Co-authors Name, Address, Designation and Highest qualification: \_\_\_\_\_

13. NOC from co-authors obtained (Y / N)   
(If yes, attach copy)     A

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14. Travel Plan (from the place of working to the Conference and back):

Date	Time	From	To	Mode

15. Particulars of financial assistance received/applied for from other funding agencies. Please attach copies of the relevant documents:

Funding Agency (Parent Institute / UGC / DST / INSA / CSIR / AICTE/iCSR others)	Fare		Registration Fee		Per diem		Remarks
	Total Fare Requested	Sanctioned	Total Registration Fee Requested	Sanctioned	Requested	Sanctioned	

16. Amount of Assistance required from GGSIP University:

Sl. No.	Head	Amount
1.	Bus/Train/Air Fare	
2.	Registration Fee	
3.	Visa Fee	
4.	Diem allowance (No. of days X rate of allowance)	
Total =		

(Signature of the Candidate)  
 Name of Candidate \_\_\_\_\_  
 Mobile No. \_\_\_\_\_



**PART "D"**  
**CERTIFICATE**

I certify that:

The details given above are correct.

- (a) I am a full time, regular student in the institute.
- (b) I have not availed of the grant from GGSIP University during the last two years.
- (c) The work being presented is substantially non-repetitive in content.
- (d) The conference/seminar/symposium for which financial assistance is sought is not organized/sponsored/funded by the University or any of its affiliated institutions.
- (e) The financial assistance obtained shall only be used for the sanctioned purposes and claimed only once and assistance from any other source shall be fully accounted for.
- (f) I understand that any violation of the above can lead to rejection/recovery of the funding granted.
- (g) If the information supplied is found to be incorrect at any stage, I shall refund the entire money to GGSIP University along with penalty imposed, if any.
- (h) I shall abide by the decision of GGSIP University.

Place :

Date :

(Signature of the Candidate)

Name of Candidate

Mobile No.

**Recommendation of Faculty Supervisor:**

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(Signature of the Faculty Supervisor)

Name of Faculty Supervisor

Designation & Department

**CERTIFICATE FROM THE HEAD OF THE INSTITUTE**

I certify that

- i) The details given by the applicant are correct.
- ii) The applicant is a regular student in this institute.
- iii) The applicant has not availed of the grant from GGSIP University during the last two years.
- iv) The Institution / College / University department has been approved by the GGSIP University.
- v) Applicant has taken permission from the Institution.
- vi) The Conference Organizing Committee is of a reputed academic standing and not a private commercial venture.

(Signature of the Dean of USS/Director/Principal  
Affiliated Institute of University)

Name in block letters/Address/Office Seal

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PART "E"

FORMAT FOR REIMBURSEMENT OF EXPENDITURE INCURRED

1. GGSIP University approval Letter No. & Date: \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

4. Sex: \_\_\_\_\_

5. Name of the Conference: \_\_\_\_\_

National: \_\_\_\_\_ International: \_\_\_\_\_

6. Venue : City \_\_\_\_\_  
State \_\_\_\_\_  
Country \_\_\_\_\_

7. Date of Conference: From \_\_\_\_\_ To \_\_\_\_\_

8. Title of the paper presented: \_\_\_\_\_

9. Travel Plan :

Sl. No.	Date	Place		Mode of Travel *	Fare Paid	Remarks, if any
		From	To			

\* In case of travel by Air, mention the name of the Airline

10. Details of expenditure incurred:

Head	Actual expenditure	Assistance provided by any other agency		Amount claimed from GGSIP University	Permissible Amount *
		Agency	Amount		
Fare					
Registration					
Visa Fee					
Diem Allowance					

\* To be filled by GGSIP University officials

1. Actual shortest route available as per Air India (in case the applicant has traveled to some other place apart from the venue approved then a letter from Air India indicating the expenditure to and fro for the venue approved by the shortest route is given).
2. Rate at which foreign currency purchased as per Indian rupees (attach voucher for the purchase of currency).

\_\_\_\_\_  
Name and Signature of the Candidate

Recommendation of Faculty Supervisor:

\_\_\_\_\_  
\_\_\_\_\_

(Signature of the Faculty Supervisor)

Name of Faculty Supervisor \_\_\_\_\_

Designation & Department \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Dean/Director of USS/Centre  
Director/Principal of Affiliated Institute of University

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**PART "F"**  
**FEEDBACK FORM**

1. GGSIP University Approval Letter No & Date. \_\_\_\_\_

2. Name of the Applicant: \_\_\_\_\_

3. Name and Address of the Institution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Title of the Conference: \_\_\_\_\_

5. Date of the conference From \_\_\_\_\_ to \_\_\_\_\_

6. Venue of the Conference City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

7. Title of the paper presented: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. Briefly mention about the usefulness of the applicant's participation in the National and International Conference / Seminar / Symposium with respect to:

i) Applicant: \_\_\_\_\_

ii) Institute: \_\_\_\_\_

iii) Any other: \_\_\_\_\_

\_\_\_\_\_  
**Name and Signature of the Candidate**

**Remarks of Faculty Supervisor:**

\_\_\_\_\_  
\_\_\_\_\_

**(Signature of the Faculty Supervisor)**

**Name of Faculty Supervisor** \_\_\_\_\_

**Designation & Department** \_\_\_\_\_

\_\_\_\_\_  
**Name and Signature of Dean/Director of USS/Centre  
Director/Principal of Affiliated Institute of University**

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**Check List:-**

<input type="checkbox"/>	Duly filled in 'Reimbursement of Expenditure Incurred Form' (Part-E)
<input type="checkbox"/>	Self Attested Rate chart of air fare applicable on the date of journey of Air India taken from their official website at the time of booking of tickets by private airlines, if applicable.
<input type="checkbox"/>	Self Attested Statement of Expenditure along with the copy of journey tickets (Boarding Pass is required in case of travel by air in original)/original train tickets.
<input type="checkbox"/>	Self Attested Brief report of the Conference/Seminar/Symposium/Academic Event
<input type="checkbox"/>	Self Attested Brief report of any other scientific and technical activities undertaken during the visit, if applicable
<input type="checkbox"/>	Self Attested Original Receipt of the Registration Fee issued by the Organizers.
<input type="checkbox"/>	Self Attested Voucher / Bank Certificate (with date) indicating the rate at which foreign currency is purchased or Registration fee/Visa Fee.
<input type="checkbox"/>	Self Attested RBI Currency rate on the date of departure for the purpose of calculation of Per diem Allowance
<input type="checkbox"/>	Self Attested Certificate of attendance/participation issued by the organizers.
<input type="checkbox"/>	Duly filled in 'Feedback Form' (Part-F)
<input type="checkbox"/>	Self Attested copy of Identity Card issued by the University/Institute.
<input type="checkbox"/>	Self Attested Copies of all mark sheets of previous semesters/years.