GUIDELINES FOR TRAVEL GRANT

The Scheme is for providing financial assistance to the students of University School of Studies/Affiliated Institutions of GGSIP University for presenting Research Paper/Projects in National/International Conference/Events in the areas of Engineering & Technology, Management, Pharmacy, Computers, Architecture, etc.

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

Eligibility:

i) The scheme is applicable to the students of University Schools of Studies/Centres and affiliated Institutes 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.

iii) The scheme is operative for presenting research paper/project in a National/ International Conference/event only. The proposal for attending any Short Term / Long Term training course(s) either within or outside the country shall not be considered under this scheme.

iv) 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 as per the following criteria once in two years on reimbursement basis on the basis of recommendations of the Standing Committee constituted by the Competent Authority:

1. Travelling Expenses:

Travelling expenses shall be restricted upto 50% of to & fro travel from National and International Airport to destination Airport or from the nearest Railway Station or State Bus Transport Terminal. The fare will be admissible in accordance with the following criteria:

i) Travel Within India

The students are allowed to travel within India by train in III AC/ AC chair car /bus. Students should plan and travel by shortest route.

ii) International Travel

In case of international travel, students are allowed to travel by Air in Economy Class of Air India only. If travel stations are not connected by Air India, the students may travel by Air India to the hub/ point closet to their eventual destination beyond which they may utilize the services of another airline which should preferably be an alliance partner of Air India. Air Tickets may be purchased directly from Airlines Booking Counters/ Website or from Authorized Agents viz., M/s Balmer Lawrie and Company, M/s. Ashok Travels and Tours.
2. **Visa Fee:**
Actual Visa fee will be reimbursed to the students in case of International Travel.

3. **Registration Fee:**
Actual Registration Fee will be reimbursed for one paper/project in a single conference/event to the presenting author only.

4. **Per Diem Allowance:**
Per Diem Allowance for the number of days of 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. 300/-                         |  Rs. 100/-

   - **OR**
   - Fixed Charges in case of non-production of original bills:

     | Location other than those mentioned (2), (3) and (4) | B-1 Class Cities | ‘A’ Class Cities | ‘A-1’ Class Cities |
     |---------------------------------------------------|-----------------|-----------------|-------------------|
     | (1)                                               | (2)             | (3)             | (4)               |
     | Rs. 65/-                                          | Rs. 85/-        | Rs. 100/-       | Rs. 125/-         |

   - The classification of the cities will be followed as per the notifications of the Govt.

   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.

**Conditions for applying Travel Grant:**

1. Applicants are required to apply only in the prescribed application format (as per Part-A, B, C, D & E). Proposals received in any other format shall not be entertained.
2. Incomplete application shall be rejected and not entertained.
3. The proposal should reach to the Directorate of Students’ Welfare, GGSIP University well in advance (at least 60 days before the dates of the conference). Proposal should be forwarded by the concerned Dean/Principal/Director of the University School/ Affiliated Institutes.
4. Applicant should submit only one proposal at a time.
5. In case an 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 the GGSIP University.
6. Applications should be properly spiral bound to avoid any loss of paper. The GGSIP University shall not be responsible for loss of any documents.
7. 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.
8. The Travel Grant shall be given only for the forthcoming events & no advance payment will be made on this account.
**Release of Travel Grant:**

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

1. Claim should be submitted in the prescribed form *(Part-F)*
2. Statement of Expenditure along with the copy of journey tickets (Boarding Pass is required in case of travel by air in original)
5. A brief report of any other scientific and technical activities undertaken during the visit.
6. Receipt of the Registration Fee issued by the Organizers.
7. Voucher/Bank Certificate indicating the rate at which foreign currency is purchased, if applicable.
8. Certificate of attendance/participation issued by the organizers.
9. Certificate from approved airlines indicating the shortest route to the venue approved.
10. Feedback Form *(Part-G)*.

In case the claim for releasing of Travel Grant is not submitted in the prescribed format along with the aforesaid relevant documents, 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 the required all documents duly forwarded by the Dean/Principal/Director of the University school/affiliated institution of the applicant. All the documents should be submitted to the Directorate of Students’ Welfare within one month of return journey.

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

**Submission of Application:**

The application for applying Travel Grant should be submitted in prescribe format 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. C.S. Rai)

Director, Students’ Welfare

Copy to:

(1) All Dean
(2) Controller of Finance.
(3) AR to Hon’ble Vice Chancellor.
(4) AR to Registrar
(5) Guard File.
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:_______________________ Programme Name:_______________________________________
Course Pursuing: UG/PG/Ph.D___________Name of the USS/Institute registered with:_________________

6. Name of the conference:__________________________________________________________________

7. Dates of Conference: From _____________ To _____________Period of conference_________Days

8. Venue: City _______________ State _______________ Country _____________________________

9. Title of the paper (kindly attach a copy of paper along with acceptance):________________________

10. Whether the Institute / University Department is approved by GGSIP UNIVERSITY?
(Mention File No. & Year)

11. Has any grant received under Travel Grant scheme of GGSIP University in past (Yes/No)
(If yes, give the following details)

<table>
<thead>
<tr>
<th>Month &amp; Year</th>
<th>GGSIP University Sanction Order No.</th>
<th>Financial Assistance received</th>
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<tbody>
<tr>
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</table>

12. Details of expenditure and assistance requested currently from GGSIP University

<table>
<thead>
<tr>
<th>Expense Head</th>
<th>Total Expenditure</th>
<th>Assistance requested/provided by other agencies</th>
<th>Assistance requested from GGSIP University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Fare/Train Fare</td>
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<tr>
<td>Registration</td>
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<td>Per Diem</td>
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<td>Total</td>
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</table>

Name & Signature of Head of Institute with seal  Name and Signature of the Candidate
PART “B”
BIO-DATA

1. a). Name of the Applicant:_______________________________________________________________
   Enrollment No.:____________________________________________________________________
   Year of Admission:__________________________________________________________________

   b). Programme Registered with:___________________________________________________________

   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

<table>
<thead>
<tr>
<th>Degree</th>
<th>Institute</th>
<th>Field</th>
<th>Name of the Degree</th>
<th>Year</th>
<th>Division</th>
</tr>
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<tbody>
<tr>
<td>UG</td>
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<td>PG</td>
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<td>Ph.D</td>
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<td>Post Doctoral</td>
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<td>Any other</td>
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</table>

a). Publications (Mention only Number of publications during the last five years with proof).

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<tr>
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<tbody>
<tr>
<td>i). Referred Journals</td>
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<tr>
<td>i). Conference Proceedings</td>
</tr>
<tr>
<td>iii) Books</td>
</tr>
<tr>
<td>iv) Patents</td>
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<td>v) Any other</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name of awards / prizes</th>
<th>Year</th>
<th>Awards / prizes received from</th>
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</tbody>
</table>

4. Memberships of Professionals/Learned bodies/Societies.

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>Name of the Professionals/Learned bodies/Societies</th>
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<tbody>
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</table>

5. Any other relevant information.

(Signature of Applicant)
PART “C”
INSTITUTION PROFILE

1. Name of the Institution: ________________________________

2. Type of Institution: ________________________________

   Govt.  |  Govt.-aided  |  Univ.  |  Self-financing  |  Others

3. Address of the Institution: ________________________________

   Telephone No. ___________________________ Fax No. ___________________________

   E-mail address ___________________________ Website ___________________________

4. Is the programme of study of the applicant approved by GGSIP UNIVERSITY? Yes/No

5. Whether the programme of study of the applicant accredited by AICTE/UGC or any other agency? Yes/No

6. Details of the grant received from GGSIP UNIVERSITY under this scheme during last five years.

<table>
<thead>
<tr>
<th>Year</th>
<th>Name of the Conference/Seminar and Place</th>
<th>Amount</th>
<th>Status of UC</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Name of the Conference/Seminar and Place</th>
<th>Amount</th>
<th>Status of UC</th>
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(Signature of Dean of USS/Director/Principal
Of Affiliated Institute of University)
Part “D”
CONFERENCE DETAILS

1. Name of the Conference: ____________________________________________________________
   _______________________________________________________________________________
   _______________________________________________________________________________

2. Theme: __________________________________________________________________________
   _______________________________________________________________________________
   _______________________________________________________________________________

3. Venue (only 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):
   a) Number of papers to be presented: ________________________________________________
   b) Title of the paper to be presented: ________________________________________________
      ____________________________________________________________________________
      ____________________________________________________________________________
   c) Nature of the paper [Single/Co-authored: __________________________________________
   d) Co-authors Name, Address, Designation and Highest qualification: ______________________
   e) NOC form co-authors obtained (Y / N) ☐
      (If yes, attach copy)
9. Travel Plan (from the place of working to the Conference and back):

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>From</th>
<th>To</th>
<th>Mode</th>
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</table>

10. Details of Expenditure

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Head</th>
<th>Amount (in Rs)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Air/Train Fare (Excursion Economy class only) *</td>
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<tr>
<td>2.</td>
<td>Registration Fee (Equivalent in Indian currency)</td>
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<td>3.</td>
<td>Diem allowance (No. of days X rate of allowance)</td>
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<td>Total Expenditure =</td>
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</tbody>
</table>

* Copy of certificate from approved Air Line to be attached

11. Particulars of financial assistance acquired / being acquired from other funding agencies. Please attach copies of the relevant documents:

<table>
<thead>
<tr>
<th>Funding Agency (Parent Institute / UGC / DST / INSA / CSIR / AICTE/ICSR others)</th>
<th>Fare</th>
<th>Registration Fee</th>
<th>Per diem</th>
<th>Remarks</th>
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<tr>
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<td>Total Fare Requested</td>
<td>Sanctioned</td>
<td>Total Registration Fee Requested</td>
<td>Sanctioned</td>
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12. Amount of Assistance required from GGSIP University:

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<tr>
<th>Sl. No.</th>
<th>Head</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Train/Air Fare</td>
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<td>2.</td>
<td>Registration Fee</td>
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<td>3.</td>
<td>Diem allowance (No. of days X rate of allowance)</td>
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<td>Total =</td>
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PART “E”
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 the grant from GGSIP University during the last two years.

(c) 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.

(d) The money received will be used for the purpose for which it is sanctioned.

(e) In case financial assistance is received from the organizers or any other agency, I shall pay back the amount equivalent to that received from them to GGSIP University.

(f) I shall abide by the decision of GGSIP University.

Place :

Date :

(Signature of the Candidate)

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 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.

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

Name in block letters/Address/Office Seal
**PART “F”**

**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 :

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Date</th>
<th>Place From</th>
<th>Place To</th>
<th>Mode of Travel *</th>
<th>Fare Paid</th>
<th>Remarks, if any</th>
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</table>

* In case of travel by Air, mention the name of the Air line

10. Details of expenditure incurred:
<table>
<thead>
<tr>
<th>Head</th>
<th>Amount as mentioned in approval letter of GGSIP University</th>
<th>Actual expenditure incurred</th>
<th>Assistance provided by any other agency</th>
<th>Amount claimed from GGSIP University</th>
<th>Permissible Amount *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fare</td>
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<tr>
<td>Registration</td>
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<tr>
<td>Diem Allowance</td>
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</table>

* 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 Dean of USS/Director/Principal of Affiliated Institute of University

______________________________
Name and Signature of the Candidate
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. Total amount approved:  Rs._______________________________________________________

9. 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 & Signature of Applicant

____________________________
Name & signature Dean of
USS/Director/Principal of Affiliated Institute of
University