



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

F. No. 3(7)/IPU/DSW/2014/

Dated:

**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:

<b>Hotel Accommodations per day</b>	<b>Food Bill per day</b>
Rs. 300/-	Rs. 100/-

**OR**

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

<b>Location other than those mentioned (2), (3) and (4)</b>	<b>B-1 Class Cities</b>	<b>'A' Class Cities</b>	<b>'A-1' Class Cities</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
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)
3. Bills for Daily Allowance in original.
4. A brief report of the conference.
5. A brief report of any other scientific and technical activities under taken 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.



**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: \_\_\_\_\_ 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)

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

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

Expense Head	Total Expenditure	Assistance requested/provided by other agencies	Assistance requested from GGSIP University
Air Fare/Train Fare			
Registration			
Per Diem			
Total =			

\_\_\_\_\_  
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

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 proof).

	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. Memberships of Professionals/Learned bodies/Societies.

S.NO.	Name of the Professionals/Learned bodies/Societies

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

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-mail address \_\_\_\_\_ Website \_\_\_\_\_

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

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

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

Year	Name of the Conference/Seminar and Place	Amount	Status of UC

(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):

Date	Time	From	To	Mode

10. Details of Expenditure

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

\* 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:

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	

12. Amount of Assistance required from GGSIP University:

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



**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 :

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 Air line

10. Details of expenditure incurred:

Head	Amount as mentioned in approval letter of GGSIP University	Actual expenditure incurred	Assistance provided by any other agency		Amount claimed from GGSIP University	Permissible Amount *
			Agency	Amount		
Fare						
Registration						
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 Dean of USS/Director/Principal of  
 Affiliated Institute of University**

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

**PART "G"**  
**FEED BACK 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. 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**