



Indira Gandhi Delhi Technical University for Women
(formerly Indira Gandhi Institute Of Technology)
Kashmere Gate, Delhi-110006

**GUIDELINES FOR TRAVEL GRANT (STUDENTS) FROM
STUDENT WELFARE FUND**

These guidelines are approved by competent authority to extend financial assistance to undergraduate and postgraduate students of IGDTUW for presenting Research Paper in National / International Conference / workshops in the areas of Architecture, Engineering & Technology. The scheme is aimed at promoting research and development activities in various areas of professional education in an academic department by providing opportunity to students to interact at national and international level to update with the global changes in the concerned fields / area of specialisation.

1. ADMISSIBILITY:

- i. The scheme is applicable to students of IGDTUW.
- 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 in a National / International Conference only. The proposal for attending any Short Term / long Term training course(s)/ internship either within or outside the country / poster presentation shall not be considered under this scheme.
- iv. An applicant shall avail the grant only two times (two National/ one National and one International) during the current course of study. However, preference shall be given to the applicants not yet availed this grant (National means Conference/ event held inside India & International means Conference/ event held outside India)
- v. An applicant shall not be eligible for grant if she is penalised by IGDTUW for any act of indiscipline/unfair means in examination.

2. FINANCIAL ASSISTANCE:

The financial assistance shall be restricted to the total admissible amount sought under the following Heads on reimbursement basis subject to the decision of the University.

- i. Travel expenses shall be restricted to travel from National and International Airport to destination Airport or from the nearest Railway Station or State Bus Transport Terminal to the nearest destination Railway Station or Bus Terminal by shortest route. In the event of attending the conference in India, full 3 AC Rail Fare may be allowed to the student and in case of foreign travel 50% of the cost of Air Fare (including taxes, airport charges etc.). Travel by road will be allowed in case the organising city is not connected by train and will be considered on case-to case basis on recommendation of the HoD.
- ii. Full Registration Fee. Registration fee for one paper in a single conference or event per Department shall be considered.
- iii. Full Visa Fee for International Travel.
- iv. Applicant should submit only one proposal at a time. In case of a joint publication, only one student author will be allowed to register the paper.

3. PROCEDURE FOR APPLICATION:

- i. Applicants are required to apply only in the prescribed application format. Proposal received on any other format shall not be entertained.
- ii. Applicant should attach conference brochure, letter of invitation, letter of acceptance of paper, copy of manuscript, proof of Registration fee paid, copy of application for visa, copy of tentative cost towards airfare, copy of current currency rates.
- iii. One copy of the full text of documents / papers prepared by students for presentation at the conferences / seminars / symposia / workshops.
- iv. Brief details of the organizers, title of the programme, place and duration of the conference, etc. in which the paper is proposed to be presented.
- v. Incomplete application shall be rejected and not entertained.
- vi. The proposal should reach respective HoD well in advance (at least 60 days before scheduled dates of the travel/ conference). The HOD will generate Overall Similarity Index (OSI) report, get research paper evaluated through the designated committee and forward application with enclosures, recommendations of the committee etc. to the Office of Students Welfare at least 30 days before scheduled dates of travel/ conference. The HoD may also comment the authenticity of the conference's organisers.
- vii. For Travel outside the country, the applicant should plan and travel by shortest route under Economy / Excursion Class only and air fare certificate issued by Air India or any other approved airlines should be enclosed with the proposal. For travel within the country Ill tier AC Rail Fare is admissible. No transaction/ agent fee will be paid in case ticket is purchased through agent online. Ticket should clearly indicate base fare, taxes, commission etc.
- viii. 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 IGDTUW. In case of change of dates and venue fresh approval has to be sought.
- ix. All documents/ annexures should be signed/ verified by the applicant student and faculty-author.
- x. The NOC issued, approval granted and/ or Grant offered/ sanctioned to attend a specific conference, cannot in any case, be utilized for the purpose of travel to attend any other Conference/ event.
- xi. The Travel Grant shall be given only for the forthcoming events & no advance payment will be made on this account.
- xii. Grant shall not be given for merely attending a conference, Panel Discussions, Internships, Group Discussions and other group activities under these Regulations.
- xiii. Students working in Research projects should preferably avail this facility from project grant, if available and have to produce evidence from Principal Investigator in case such Travel Grant is not available in the Project Funds.
- xiv. No reimbursement will be made if student leaves station without prior approval.
- xv. Students should be promoted to seek financial assistance from other Govt. bodies like DBT, DST, AICTE, UGC etc.
- xvi. **Final year Students may be allowed to attend conferences till 30th June.** The aim is to distribute the Travel Grant equitably to applicants of various Dept., UG / PG programs, etc.

4. PROCEDURE FOR EXAMINATION OF APPLICATION FOR TRAVEL GRANT:

- i. Application along with required documents as mentioned in clause 3. PROCEDURE OF APPLICATION and copy (soft as well as hard) of manuscript be submitted to concerned

HoD well in advance, atleast 60 days before scheduled departure in prescribed format as per Annexure I attached to these REGULATIONS.

- ii. Supervisor shall generate a similarity index report on an internationally established reputed acceptable anti-plagiarism software and submit the same to HOD for further evaluation
- iii. HoD will get manuscript examined by designated committee duly approved by Vice-Chancellor, IGDTUW or Dean(RC) consisting of following members for suitability, quality and originality of the manuscript
 - a. In case of international conference (which is organised out of India):
 - a. HoD of the Concerned Department.
 - b. One Professor/Associate Professor of the Concerned Department.
 - c. One Professor/ Associate Professor of any other Department.
 - d. Faculty Supervisor as Convener.
 - b. In case of national conference (which is organised in India):
 - a. HoD of the Concerned Department.
 - b. Two Faculty of the Concerned Department.
 - c. Faculty Supervisor as Convener.
- iv. HoD may ask for presentation of paper before the Committee.
- v. HoD will fill relevant columns of the applications itself (Part B) and send full proposal with all relevant of documents, manuscript, tentative head-wise expenditure, similarity index report and recommendations on suitability of paper, standard of conference etc to Office of student welfare 30 days before scheduled dates of travel/ conference for further seeking approval of Competent Authority.
- vi. Maximum limit for OSI may be kept within 15% with citations' button as 'off' excluding references/ bibliography.
- vii. Supervisor will arrange for presentation of paper before whole class/ batch after concerned student returns from the conference, for enlightenment of other students.

5. REIMBURSEMENTCLAIM:

Soon after the event is concluded, the application (Annexure 2) complete in all respect as per the prescribed format should reach the Dean (SW) through HoD. The applicant should submit the claim for the expenditure actually incurred, in the Claim Form duly signed by the Head of the Department along with the copies of the following documents:

- i. Original receipt of the Registration Fee issued by the organizers.
- ii. Receipt of VISA fee and copy of VISA.
- iii. Claim form as per Annexure-II.
- iv. Bills in original
- v. Travel Documents.
- vi. Statements of expenditure along with the original copies of Ticket (Boarding Pass, if travel by air properly legible and in original)
- vii. Certificate from approved airlines indicating the shortest route and cheapest fare to the venue approved.
- viii. Certificate of attendance/ participation issued by the organizers.
- ix. Voucher indicating the rate at which foreign currency is purchased.
- x. A brief report of any other scientific and technical activities under taken during the visit.
- xi. Other visits undertaken during the period, duly signed by the Supervisor and HOD.
- xii. A brief report of the conference.
- xiii. A brief report of presentation of paper before the class/batch signed by the supervisor.

In case the reimbursement form is not attached with the above-mentioned required documents and not signed by Supervisor and Department Head, the claim form will not be entertained.

Annexure-1

APPLICATION FORM FOR TRAVEL GRANT (STUDENTS):

PART A: TO BE FILLED BY THE APPLICANT STUDENT

(To be submitted to HoD,60 days in advance)

1.	Name	
2.	Degree/Year	
3.	Enrolment no.	
4.	Department	
5.	Date of Birth	
6.	address	
7.	Mobile phone	
8.	Email	
9.	Passport No. & Date Of Validity	
10.	Whether ever penalized for adopting Unfair means on the Examination of the University (yes/no)	
11.	Have you received financial assistance under this Scheme from this University in the last year : (Yes/ No) If yes, please mention the amount received :	
12.	Bank Account Details(the bank account must be in the name of applicant)	
	i. Bank account No.	
	ii. Name & Address of the Bank	
	iii. IFSC Code	
13.	Name of the Event/(Conference (Attach a brochure of the event)	
14.	Whether International/ National : (National means Conference/ event held inside India & International means Conference/ event held outside India)	
15.	Name and address of the organiser(s)	
16.	Venue & country (Full Address) Name of the organising institution and address	
17.	Start & End date of the Conference	
18.	Broad Area of the event:	

19.	Purpose of visit		
20.	Mention paper accepted or not (attach a copy of letter of acceptance of paper)		
21.	Title of the paper (Attach a copy of the paper/ manuscript)		
22.	Names of the authors		
23.	Name of the faculty -in-charge under whom the work is done		
24.	Particulars of financial assistance. The applicant is applying for/ receiving from other sources/ Organizers/ research project for attending the Event (Attach a copy of award letter/application) . It is advisable that the funding may be sought form other agencies like UGC, AICTE etc. (PI of Project may record availability of funds.)		
	Name of the funding agency	1.	2.
	Sanctioned/ committed amount.		
	Head wise break up		
	(A) Travel		
	(B) visa		
	(C) Registration		
	(D) Local Hospitality		
25.	Total Air-fare by shortest route in economy class (To and Fro) Refer instructions (Attach quotes)		
26.	Visa fee: (Attach proof)		
27.	Amount of registration fee (Attach conference brochure, receipt etc., currency conversion rates)		
28.	Details of events attended during the previous years, for which funds were taken from IGDTUW (Attach copy of sanction orders)		
	Name of the event	Venue	Date
		Amount	

29.	Proposed date of leaving India for the event and the likely date of return.	
30.	Indicate clearly, the benefit expected to be derived by attending the event (Attach separate sheet 100 words only)	
31.	Any other information, which you may like to furnish in support of your application.	
32.	<p>Declaration: I declare that the information furnished above is correct and I have not availed support from IGDTUW during the last Four years under this scheme.</p> <p>I under take that</p> <p>(a) the details given above are correct if the information supplied is found to be incorrect on later date I shall reimburse the amount to IGDTUW.</p> <p>(b) the money received will be used for the purpose for which it is sanctioned. In case financial assistance is received from the organizers or any other agency I shall payback the amount granted under the Travel Grant Program, and</p> <p>(c) I shall abide by the decision of the IGDTUW. I will be fully and individually responsible for any unlawful activity in the country of organisers/ venue. IGDTUW or its any officer shall not be responsible for any misconduct on my part. I will return to IGDTUW after completion of the event.</p>	
<p>Date:</p> <p>Place:</p> <p style="text-align: right;">Signature of Applicant</p>		

PART B: TO BE FILLED BY THE CONCERNED HOD (To be sent to The Office of Student Welfare 30 days in advance)

HOD may please see instructions.

1. OSI generated using an Internationally accepted anti-plagiarism software (Attach a report).	
2. OSI(%)	
3. Reports of the Committee (attach minutes of the meeting)	

HOD may get paper evaluated by the committee and vouch for authenticity of the conference and its organizers.

Faculty -co-author

HOD

(Please indicate names of the members clearly)

Note: Actual expense details (with copies of receipts/ bills/ tickets and Boarding pass) must be provided upon return from travel. This is required for completion of processing the application.

Annexure-2.

APPLICATION FORM FOR TRAVEL GRANT(STUDENTS) REIMBURSEMENT
TO BE SUBMITTED AFTER ATTENDING THE CONFERENCE:

This bill should be prepared in duplicate, one for payment and the other as office copy.

Part -A (To be filled by the Student)

1. NAME
2. ENROLMENT NO.
3. DEPARTMENT
4. NOC ORDER NO.
5. DETAILS AND PURPOSE OF JOURNEY (S) PERFORMED:

Departure		Arrival		Mode of Travel & class	Fare Paid		Distance in Km	Duration of Halt		Purpose of Journey
Date & Time	From	Date & Time	To		Rs.	Ps.		Days	Hrs	

6. Mention, If journey by higher class

7. Registration details

Amount	
Receipt no.	
Dated	
Issuing Authority	

8. Visa details

Amount	
Receipt no.	
Dated	
Issuing Authority	

Signature of Claimant Student

Sign of faculty-in charge

Sign of HOD