



ACADEMIC SECTION DELHI TECHNOLOGICAL UNIVERSITY

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F. No: 101(21)/Acad./B.Tech./Admin./2013-14. | 998-1007 Dated: 04/07/14

REGULATIONS FOR TRAVEL GRANT (STUDENTS)

In pursuance of notice no. DTU/0413/2013/1908 dated 30.09.2013, all the applications for Travel Grant (Students) shall be processed as per following Regulations. The Regulations extend financial assistance to B. Tech., M. Tech. and Ph. D. students of Delhi Technological University for presenting Research Paper / Poster in National / International Conference / Events (where active participation of the students is required) in the areas of Engineering & Technology, Management, and other areas as per the Delhi Technological University Act.

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 Delhi Technological 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 / poster 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 shall not be considered under this scheme.
- iv. An applicant shall not be eligible for grant, if during the last two years, (in case of M. Tech. students) and four years (in case of B. Tech. students) if he/ she had already availed any financial assistance under this scheme or denied of such facility under disciplinary action etc.

2. FINANCIAL ASSISTANCE:

The financial assistance shall be restricted to the total admissible amount sought under the following Heads on reimbursement basis once in two years for M. Tech. and four years for B. Tech. students 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 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 / poster in a single conference / event shall be considered.

iii. Full Visa Fee

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. Three copies of the full text of documents / papers prepared by students for presentation at the international 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 OSI report, get research paper evaluated through the designated committee and forward application with enclosures, recommendations of the committee etc. to the Academic Section at least 30 days before scheduled dates of travel/ conference. The HoD may also comment/ evaluate the authenticity of the conference's organisers.

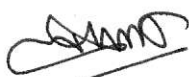
vii. Applicant should submit only one proposal at a time. In case of a joint publication, only one student author will be allowed to present paper.

viii. 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 III 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.

ix. 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 Delhi Technological University. In case of change of dates and venue fresh approval has to be sought.

x. Applications should be properly spiral bound to avoid any loss of paper. The Delhi Technological University shall not be responsible for loss of any documents.

xi. All documents/ annexures should be signed/ verified by the applicant student and faculty-author.



xii. 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 of attend any other Conference/ event.

xiii. The Travel Grant shall be given only for the forthcoming events & no advance payment will be made on this account.

xiv. Grant shall not be given for merely attending a conference, Panel Discussions, Internships, Group Discussions and other group activities under these Regulations.

xv. 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.

xvi. No reimbursement will be made if student leaves station without prior approval. Disciplinary action against student may be initiated in that case.

xvii. Students should be promoted to seek financial assistance from other Govt. bodies like DBT, DST, AICTE, UGC etc.

xviii. Students may apply in anticipation of acceptance of paper.

xix. The student must register for at least one semester after his return. This requirement may be waived on a case-by-case basis. For example, undergraduate students may be allowed to attend conferences up to 3 months prior to graduation date. The aim is to distribute the travel Grant equitably to applicants of various Dept., UG / PG programs, boys/ girls, etc. It is hoped that the student receiving the award will voluntarily make a donation to the Institute / DTU Alumni Association later in his / her career so that other students might benefit.

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 preferably 60 days before scheduled departure in prescribed format as per Annexure I attached to these REGULATIONS.

ii. HoD will generate a similarity index report on an internationally established reputed acceptable anti-plagiarism software and get manuscript examined by designated committee as notified vide order no. DTU/0413/2013/IRD/1908 dated 30.09.2013, consisting of following members:

a. In case of international conference (which is organised out of India):

- (i) HoD of the Concerned Department.
- (ii) One Senior Professor of the Concerned Department.
- (iii) One Senior Professor of any other Department.
- (iv) One Expert member of the relevant field from National Importance Institution like; IITs, IISERs NITs NSIT, GGSIPU, etc. (Outside member will be paid TA/DA and Sitting fee as per DTU norms as being paid to BOS/DRC members from outside DTU).



b. In case of national conference (which is organised in India):

- (i) HoD of the Concerned Department.
- (ii) Two Faculty of the Concerned Department.
- iii. HoD may ask for presentation of paper before the Committee.
- iv. 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 Academic Section preferably 45 days before scheduled dates of travel/ conference for further seeking approval of Competent Authority.
- v. Maximum limit for OSI may be kept within 15% with citations' button as 'off' excluding references/ bibliography. OSI should be generated by selecting 1% block of the paper in which maximum OSI permissible limit is 15%

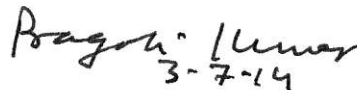
5. RE-IMBURSEMENT CLAIM:

Soon after the event is concluded, the application (Annexure 2) complete in all respect as per the prescribed format should reach the Dean (Acad.) through HoD. The applicant should submit the claim for the expenditure actually incurred, in the Claim Form duly signed by the Head of his/ her Deptt. 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.

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.

Faculty-in-charge will arrange for presentation of paper before whole class/ batch after concerned student returns from the conference, for enlightenment of other students.


3-7-14
(Prof. Pragati Kumar)
Assoc. Dean (Acad.)

Copy to:

1. Registrar, DTU.
2. Joint Registrar, DTU.
3. Dr. N.S. Raghava, HOD (Computer Centre), DTU: with the request to upload on university website.
4. All HoDs,
5. All Deans.
5. Dy. Registrar (Account), DTU
6. in-charge-Council: With the request to place before Academic Council for ratification.
6. All Notice Boards
7. P.S. to the P.V.C. for kind information to the Pro Vice Chancellor, DTU.
8. P.S. to the V.C. for kind information to the Hon'ble Vice Chancellor, DTU.



(Dr. Lokesh Garg)
Asstt. Registrar(Acad.)

APPLICATION FORM for TRAVEL GRANT (STUDENTS): Annexure-1

Important: Please read instructions carefully before filling up the Form.

1. Separate application should be submitted for each event (conference/symposium etc).
2. Complete application including all supporting documents must be bound properly, and should reach HOD at least 2 month before the commencement of the event.
3. The applicant can see REGULATIONS on www.dtu.academics.ac.in or www.dce.edu before applying.
4. Please see the following checklist and ensure all documents mentioned in the checklist are enclosed with the application.
 - 4.1. One copy of the completed Application from.
 - 4.2. A copy of letters from other national or international agencies conveying partial support for travel, and other expenses, if any
 - 4.3. A copy of letter of acceptance from the organizer for presenting a
 - 4.4. A copy of the paper to be presented by the applicant at the event.
 - 4.5. Detailed announcement and technical programme of the event (Please attach photocopy of the announcement).
 - 4.6. A certificate for Air- India indicating the cost of return air fair by economy class by shortest route.
5. NOTE: COMMITMENT FOR FUNDING MAY BE WITHDRAWN IF ANY OF THE INFORMATION FURNISHED BY THE APPLICANT IF FOUND TO BE FALSE AND THE CANDIDATE MAY BE DEBARRED FOR FUTURE SUPPORT FROM THE DTU.
6. Student is advised not to leave station to attend the conference without prior written approval of DTU.
7. Students may apply in anticipation of acceptance of paper.

PART A: TO BE FILLED BY THE APPLICANT STUDENT (To be submitted to HoD, 60 days in advance)

Personal Details		
1. Name	2. Degree/Year	3. Roll No.
4. Department	5. D.O.J:	6. Likely date of completion
7. Address	8. Mobile Phone	9. Email
10. Passport no. and Date of validity		

1.(A)	Name of the international Event (Conference/(Attach a brochure of the event)		
(B.)	Name and address of the ORGANISER (S)		
2.	(a) Venue & country (Full Address) Name of the organising institution and address		
	Start & End date of the Conference		
3.	Broad Area of the event:		
4.	Purpose of visit.		
4.1	(i) Presenting Paper/ Oral / Poster		
4.2	(ii) No. of Papers to be presented Weather Single author/one of the authors		
4.3	Mention paper accepted or not (attach a copy of letter of acceptance of paper)		
5.	Title of the paper (Attach a copy of the paper/ manuscript)		
5.1	Names of the authors		
5.2	Name of the faculty –in-charge under which work done		
6.	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.)		
6.1	Name of the funding agency	1.	2.

6.2	Sanctioned/ committed amount.			
6.3	Head wise break up			
	(A) Travel			
	(B) visa			
	(C) Registration			
	(D) Local Hospitality			
7.	Anticipated Expenses			
7.1	Total Air-fare by shortest route in economy class (To and Fro) Ref instructions (Attach quotes)			
7.2	Visa fee: (Attach proof)			
7.3	Amount of registration fee (Attach conference brochure, receipt etc., currency conversion rates)			
8.	Details of events attended during the last three years, (name of the event; dates, venue, amount, in chronological order.) for which funds were taken from DTU (Attach copy of sanction order)			
	Dates of visit	Country visited	Event	Funding Agency
8.1				
8.2				
8.3				
9.	Proposed date of leaving India for the event and the likely date of return.			
10.	Indicate clearly, the benefit expected to be derived by attending the event (Attach separate sheet 100 words only)			
11.	Any other information, which you may like to furnish in support of your application.			

12.	Declaration: I declare that the information furnished above is correct and I have not availed support from DTU during the last Four years under this scheme. I under take that (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 DTU, (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 (c) I shall abide by the decision of the DTU. I will be fully and individually responsible for any unlawful activity in the country of organisers/ venue. DTU or its any officer shall not be responsible for any misconduct on my part. I will return to DTU after completion of the event.	
	Date:	Signature of applicant
	Place:	

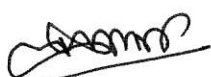
PART B: TO BE FILLED BY THE CONCERNED HOD (To be sent to Academic Section 45 days in advance) HOD may please see instructions.

1.	OSI generated using an internationally accepted anti-plagiarism software (Attach a report).	
2.	OSI (%)	
3.	Reports of the Committee (HoD may conduct committee and attach minutes the committee, DULY SIGNED BY ALL MEMBERS OF THE COMMITTEE AND EXPERTS, clearly indicating their names and designations)	

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

Faculty –co-author
(Please indicate names of the members clearly)

HOD



PART C: To be examined by Academic Section.

PART D: TO BE FILLED BY THE STUDENT AND FORWARDED BY CONCERNED FACULTY –IN-CHARGE AND HOD AFTER COMPLETION OF JOURNEY

The claim has to be submitted in Travelling Allowance Bill as **per Annexure 2.**

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.



**APPLICATION FORM for TRAVEL GRANT (STUDENTS) reimbursement
to be submitted after attending the Conference: Annexure-2**

Important: Please read instructions carefully before filling up the Form.

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.	ROLL NO.	
3.	DEPARTMENT	
4.	NOC ORDER NO.	

5. DETAILED 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. Mode of travel
7. Class of travel
8. Mention, If journey by higher class
9. Registration details

12/12/2014
[Signature]

Amount	
Receipt no.	
Dated	
Issuing authority	

10. VISA Fee details

Amount	
Receipt no.	
Dated	
Issuing authority	

Signature of the claimant Student
Date

Sign. Of the Faculty-in-charge

Sign. Of the HoD

