

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 NOTE: COMMITMENT FOR FUNDING MAY BE WITHDRAWN IF ANY OF THE INFORMATION FURNISHED BY THE APPLICANT IF FOUND TO BE FALSE AND THE CANDIDATE MAY BE DEBARRED FOR FUTURE SUPPORT FROM THE DTU.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:	

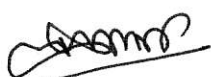
PART B: TO BE FILLED BY THE CONCERNED HOD (To be sent to Academic Section 45 days in advance) HOD may please see instructions.

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