



Notification

Sub: Guidelines for Student Travel Grant.

The travel grant scheme is for providing financial assistance to the students of Dr. B.R. Ambedkar University Delhi to participate in Seminar/Conference/Workshop/Paper and Poster Presentation.

Eligibility:

1. All **BA + MA (Group 1) and MPhil + PhD (Group 2)** students of Dr. B.R. Ambedkar University Delhi are eligible to apply for the grant.
2. A travel grant under this fund will be made available to **Group 1** and **Group 2** as per the following norms:
 - (a) For **International travel only once during the student's term in a BA + MA degree programme or MPhil + PhD programme of Dr. B.R. Ambedkar University Delhi;**
 - (b) **Twice for national travel during the student's term for Group 2 students (MPhil + PhD); once for Group 1 students (BA+ MA).**
3. Grants will be given **only if the student's academic work in the form of a paper or article (or an equivalent in the case of students of SCCE, SDes) has been accepted for presentation or poster presentation by an external organization of academic reputation.** Grants under this fund may not be used for any other purpose.
4. The student must be active in research and/or must demonstrate innovative work in the subject area with a good academic record.
5. The scheme is applicable for participation in Seminar/Conference/Workshop/Paper and Poster Presentation.
6. The proposal for attending any Short Term/Long Term training course(s) within or outside the country shall not be considered under this scheme.

Procedure:

- 1) The student should apply to the Dean of the School through the Programme Coordinator at least 2 months in advance of the event in the prescribed form.
- 2) The request of the student shall be duly verified by the Programme Coordinator and the School Dean. If required, the Dean may seek advice on this 'subject experts' within Dr. B.R. Ambedkar University Delhi.
- 3) The Dean will forward the recommendation to the Committee operating within the office of Student Services for a final decision, subject to availability of funds.

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- 4) The Students who will be given travel grant will have to submit a report to the Dean of School and those who will be availing travel grant for International visits will have to give a seminar after they return.

Annexure -1 (Student Travel Grant Application Form)

Financial Assistance:

The financial assistance under the Travel Grant shall be admissible on reimbursement basis as per the recommendations of the Standing Committee Student Travel Grant constituted by the Competent Authority.

Particulars	International Travel	National Travel
Travelling Expenses:	Full-time students enrolled at Dr. B.R. Ambedkar University Delhi will be reimbursed travelling expenses as per actuals. In all cases, the students are required to undertake air travel through economy class by shortest route and to book the air tickets through booking counters/offices/website of the airlines - bookings to be made by Delhi Tourism and Transportation Development Corporation, Indian Railways Catering and Tourism Corporation Ltd., Balmer Lawrie & Co. Ltd. (A Govt. of India Enterprise), Ashok Travels & Tours (A Govt. of India Undertaking), (office memorandum No. F. 20/04/2022/ Finance (Policy)/1793-1799/dated 01.06.2022, subject to revision from time to time). <i>The reimbursement shall be made subject to submission of original bills, boarding passes and tickets.</i>	The students are allowed to travel within India by Train (Express Train, Shatabdi, Rajdhani and Duronto) in 3 rd AC/AC Chair Car or buses run by the Government. Students should plan and travel by the shortest route. The students will be required to attach a printout of the rate chart of the train fare taken from the official website i.e. the train fare applicable on the date of booking of ticket. (Office memorandum no. F.20/04/2022/Finance (Policy)/1793-1799/dated: 01/06/2022). <i>The reimbursement shall be made subject to submission of original bills and tickets.</i>
Registration Fee:	An amount not exceeding INR 10,000/- towards Registration Fee. <i>The reimbursement shall be made subject to submission of original bills.</i>	An amount not exceeding INR 10,000/- towards Registration Fee. <i>The reimbursement shall be made subject to submission of original bills.</i>
PerDiem Allowance: Per Diem Allowance for the number of days of conference as well as for <u>one day prior and one day after the conference</u> shall be admissible within the prescribed limits:	The Per Diem Allowance will be allowed @33% of the prescribed rates for various countries as notified by the Ministry of External Affairs vide- no. Q / FD/695/90/ subject to revision from time to time or as per actuals whichever is less . No additional claim on account of accommodation, food, local travelling or any other contingent expenditure will be entertained. <i>The reimbursement shall be made subject to submission of original bills.</i>	Local Travel = INR 250/- per day, Accommodation = INR 400/- per day, Food = INR 200/- per day. Subject to revision from time to time. <i>The reimbursement shall be made subject to submission of original bills.</i>



The students are required to invariably adhere to the following instructions/guidelines, failing which their claims for reimbursements shall summarily be rejected:

- 1) Booking of tickets through any agency other than those mentioned above is not permissible.
- 2) While submitting the reimbursement claims of travel, the students are required to attach a printout of the rate chart of the air fare applicable on the date of journey taken from the official website at the time of booking of tickets.

Release of Travel Grant:

The applicant shall submit the claim for the expenditure incurred duly forwarded by the concerned Dean of the School along with copies of the following documents:

- 1) Claim should be submitted to the Dean of School in the prescribed form. **Annexure -2 (Student Travel Grant Reimbursement Form)**
- 2) Statement of expenditure along with the copy of journey tickets (Original Boarding passes are required in case of travel by Air/Original Train tickets)
- 3) The Students who will be given travel grant will have to submit a report to the Dean of School and those who will be availing travel grant for International visits will have to give a seminar after they return.
- 4) Receipt of the Registration Fee in original issued by the Organizers
- 5) Voucher/Bank Certificate indicating the rate at which foreign currency is purchased, if applicable.
- 6) Certificate of attendance/participation issued by the organizers.

In case the claim for releasing of Travel Grant is not submitted in the prescribed format along with the aforesaid relevant documents duly attested by the Student/Faculty Supervisor/Dean, 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 all the required documents duly forwarded by the Dean of the School. All the documents should be submitted to the office of Dean of School within one month of the return journey.

The students should also submit details of their Bank Account No., Address of Bank, IFSC Code, a copy of passbook/cancelled cheque for transferring the sanctioned amount of grant.

This is issued with the approval of Competent Authority.


Dean, Student Services

Copy for information to:

1. Office of the Vice Chancellor
2. Office of the Registrar
3. Office of the CoF
4. All Deans: SDS/SHE/SUS/SLS/SHS/SES/SCCE/SBPPSE/SDes/SoL/SGA/SVS/SLGC/SHRM
5. Academic Services/Student Services/IT Services/Library/Planning Division
6. Webmaster- For uploading on the website & intranet