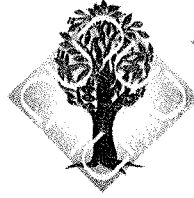


अम्बेडकर विश्वविद्यालय दिल्ली



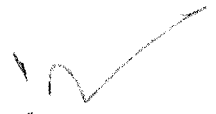
Ambedkar University Delhi

F. No. AUD/SS/4-6/2022-23/STG/8357  
Dated: 23<sup>rd</sup> June 2023

**NOTIFICATION**

It is notified for the information of all concerned that the Board of Management in its 44<sup>th</sup> Meeting held on 29<sup>th</sup> May 2023 considered and resolved to approve the recommendations made by the Finance Committee in its 33<sup>rd</sup> Meeting held on 29<sup>th</sup> May 2023 regarding the guidelines of Student Travel Grant.

This issues with the approval of the Competent Authority.

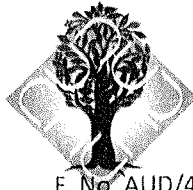
  
Dean, Student Services

**Enclosed:**

- Guidelines of Student Travel Grant notified vide F. No. AUD/4-6/2022-23/Financial Assistance/STG/7909/dated 15.05.2023
- Annexure -1 (Student Travel Grant Application Form)
- Annexure -2 (Student Travel Grant Reimbursement Form)

**Copy for information to:**

1. Office of the Vice Chancellor
2. Office of the Registrar
3. Office of the CoF
4. Office of the Proctor
5. All Deans: SDS/SHE/SUS/SLS/SHS/SES/SCCE/SBPPSE/S Des/ SoL/ SGA/ SVS/ SLGC/ SHRM & Academic Services/Student Services, Karampura/IT Services/Library/Planning Division
6. Webmaster- For uploading on the website & intranet
7. Notification file
8. E-notice board

NotificationSub: 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.



- 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
<b>Travelling Expenses:</b>	Full-time students enrolled at Dr. B.R. Ambedkar University Delhi will be reimbursed travelling expenses as per <b>actuals</b> . 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), <i>Ashok Travels &amp; Tours</i> (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 <sup>rd</sup> 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>
<b>Registration Fee:</b>	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>
<b>PerDiem Allowance:</b> Per Diem Allowance for the number of days of conference as well as for <u>one day prior and one day after</u> the conference 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:**

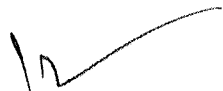
The applicant shall submit the claim for the expenditure incurred duly forwarded by the concerned Dean of the School along with copies of the following documents:

- 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

**Dr. B.R. Ambedkar University Delhi**

**Annexure -1 (Student Travel Grant Application Form)**

(Students are requested to submit filled application to the Office of the Dean of the School)

1.	Name of the Student (Attach ID card issued by the University)	
2.	Programme	
3.	School	
4.	Enrolment Number	
5.	Details of Seminar/ Conference/ Workshop/ Paper and Poster Presentation	International [    ]                      National [    ]
6.	Nature of Seminar/ Conference/ Workshop/ Paper and Poster Presentation	Single [    ]                      Co-Authored [    ]
7.	Role Of Applicant in the Seminar/Conference/Workshop/Paper and Poster Presentation  <u>(copy of invitation letter/letter of acceptance and copy of abstract to be attached)</u>	Presenter [    ]  Participant [    ]  Other [    ]
8.	Name of the Organizer	
9.	Name of the Hosting Organization	
10.	Theme and Title of the Seminar/ Conference/ Workshop/ Paper and Poster Presentation	
11.	Duration & Dates of the Seminar/ Conference/ Workshop/ Paper and Poster Presentation	Total no. of Days: _____  Dated: From _____ to _____
12.	Venue of the Seminar/ Conference/ Workshop/ Paper and Poster Presentation	City _____  State _____  Country _____
13.	Please indicate the details of grant availed earlier from Dr. B.R.	Yes [    ]                      No [    ] If yes, provide details:

	Ambedkar University Delhi if any,	International <input type="checkbox"/> National <input type="checkbox"/> Dates and Venue of the Seminar/ Conference/ Workshop/ Paper and Poster Presentation Dates: _____ Venue: _____
14.	Registration Fee	
15.	Mode & Fare of Journey (approx.)	By Air/By Train/ By Road      Fare (INR):  Route: _____
16.	Per Diem expenses (INR)	
17.	Please indicate if any of the above are provided by Host organization: (Under Sl. no.14-16)	Yes [    ]      No [    ] If yes, provide details: _____ _____
Enclosures: (Pls. Tick)		Amount of assistance required from Dr. B.R. Ambedkar University Delhi. Total (INR): _____
1. Copy of Proposal/Abstract [    ]		
2. Letter of Invitation [    ]		
3. Details of Seminar/ Conference/ Workshop/Paper and Poster Presentation etc. [    ]		
4. Any Other [    ]		
<b><u>DECLARATION</u></b>  I.....hereby declare that the above information furnished by me, is true to the best of my knowledge and belief and I also declare that I am availing/not availing/ partially availing funding/scholarships/fellowship for the aforesaid event from organiser/any other agencies (In case of any, kindly annexe details)  Date: _____ Signature : _____		

Remarks of the Programme Coordinator on the proposal:

Recommended [ ]

Not Recommended [    ]

Signature of the Programme Coordinator: \_\_\_\_\_

Date : \_\_\_\_\_

**Remarks of the Dean of School on the proposal:**

Recommended [ ]

Not Recommended [    ]

Signature of the Dean of School:\_\_\_\_\_

Date : \_\_\_\_\_

**Remarks of the Standing Committee Student Travel Grant:**

**Signature of the Members of the Standing Committee Student Travel Grant:**

( ) ( ) ( )

( ) ( ) ( )

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**Dr. B.R. Ambedkar University Delhi**

**Annexure -2 (Student Travel Grant Reimbursement Form)**

(Students are requested to submit filled application to the Office of the Dean of the School)

1.	Name of the Student	
2.	Programme	
3.	School	
4.	Enrolment Number	
5.	Details of Seminar/ Conference/ Workshop/ Paper and Poster Presentation	International [    ]                      National [    ]
6.	Duration & Dates of the Seminar/ Conference/ Workshop/ Paper and Poster Presentation	Total no. of Days: _____  Dated: From _____ to _____
7.	Venue of the Seminar/ Conference/ Workshop/ Paper and Poster Presentation	City _____  State _____  Country _____
8.	Theme and Title of the Seminar/ Conference/ Workshop/ Paper and Poster Presentation	

**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

**Details of expenditure incurred:**

Head	Actual Expenditure	Assistance provided by any other agency		Amount claimed from Dr. B.R. Ambedkar University Delhi
		Agency	Amount (INR)	
Registration Fee				
Air Fare/Train Fare				
Per Diem expenses (INR)				

1. In case the applicant has travelled to some other place apart from the venue approved then a letter from the government agency through which the booking is made 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 of the Student\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

**Recommendation of Programme Coordinator/Dean of School:**

\_\_\_\_\_

\_\_\_\_\_

Name of the Programme Coordinator \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of the Dean of School \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Financial Expenditure	Tentative Expenditure Claimed (APPROX.)	Assistance provided by other Agency (APPROX.)	Admissible as per Rule	Tentative Assistance required from Dr. B.R. Ambedkar University Delhi proposed or as per actual whichever is less
Registration Fee			(Maximum INR 10,000/-)	
Air Fare/Train Fare			Air Fare (economy class by shortest route)/  Train Fare (3 <sup>rd</sup> AC/AC Chair Car or buses run by the Government)	
Per Diem expenses (INR)			(@33% of the prescribed rates for various cities as notified by the Ministry of External Affairs (subject to revision from time to time) /  Local Travel = INR 250/- per day, Accommodation = INR 400/- per day, Food = INR 200/- per day. (subject to revision from time to time)	
Total				

Assistant, SS

AR, SS

Dean, SS