

Guidelines for availing financial assistance under the Student Travel Grant

The Student Travel Grant is for providing financial assistance to the students of the Centre to attend workshop/seminar/collaborative project within India/for a paper/poster presentation at an National/International Conference. A onetime maximum grant of Rs One lakh will be granted for PhD students and Rs 40000 for MS(Engg./Research)students. This grant can be utilized to meet all the expenses related to the travel.

A. Eligibility to apply:

PhD

- Those who have successfully completed comprehensive viva examination with upgradation to SRF
- Degree registration should not be cancelled
- Before the submission of thesis

Int. PhD Students:

- MS students who have successfully completed the Qualifying Examination (held after 64 credits) and continuing for PhD.

MS(Engg./Research)

- Those who have completed the comprehensive examination
- Degree registration should not be cancelled
- Before the submission of thesis

B. Financial Assistance:

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

I. Travelling Expenses:

FOR INTERNATIONAL TRAVEL

Cate gory	Present pay	Internati onal travel	Travel between places of stay and airport/ station	Local transportation (maximum reimbursable per day, on submission of receipts)	Accommodation (maximum reimbursable per day against hotel/guest house/etc. per receipts)	Food (maximum reimbursable per day; receipts need not be submitted)
JRF/ SRF	31000/ 35000	Economy Class	As per actuals or @ \$20 per day, whichev er is less.	As per actuals or @ \$20 per day, whichever is less.	Up to \$150	Footnote 6

Note:

1. All journeys for official work to be undertaken by the shortest route.
2. If the travel is undertaken by a class other than the one eligible for the reimbursement will

be restricted to the fare of the entitled class or the actual expenditure, whichever is less.

3. Reimbursement is restricted the number of days of conference/workshop/official visit plus one day before and one day after (payment for part-day regulated as per GoI norms).
4. The guidelines of the funding sources might limit eligibility to economy class for travel by Air.
5. The policies on booking of airline tickets (as per GoI notifications.)
6. Per diem (as per **Annexure II**) applicable for the country of visit (in lieu of reimbursement for food and incidentals) will be as per GoI orders for GoI funding sources and as per JNCASR rules for other funding agencies.
 - a. For PhD and MS (Engg/Research) students: 75% of the applicable rate as per 6.
 - b. Regulation of per diem if part expenses are paid by the host or other sources:

If paid by the host or other sources	Per Diem payable
Accommodation and all meals	25% of applicable per diem
All meals	50% of applicable per diem
Breakfast included in accommodation charges	90% of applicable per diem
All other circumstances	100% of applicable per diem

For Travel Expenses within India

Category	Present pay	Intercity travel	Travel between places of stay and airport/ station	Local transportation Between places of stay and places of work(Max. reimbursable per day, on submission of receipts)	Accommodation (maximum reimbursable per day against hotel/guest house/etc. on submission of receipts)	Food (maximum reimbursable per day; receipts need not be submitted)
JRF/ SRF	31000/ 35000	Air- Economy Class (note 6,7,8) Train: 2 tier AC Bus: AC Bus	As per actuals or @Rs 24 per km, upto a maximum of 50 km/day, whichever is less.	As per actuals or @Rs 24 per km, upto a maximum of 50 km/day, whichever is less.	Up to Rs 2250	Upto Rs 900

Note:

1. All journeys for official work to be undertaken by the shortest route.
2. If travel is undertaken by a class other than the one eligible for, the reimbursement will be restricted to the fare of the entitled class or the actual expenditure, whichever is less.
3. For train travel, tatkal charges or surcharges, if any, actually paid will be reimbursable.
4. In case of road travel between places, connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
6. Reimbursement for food is restricted to the number of days of conference/workshop/official visit plus one day before and one day after (payment for part-day regulated as per GoI norms).
7. Explicit approval of the President is needed for all requests (as per format attached).
8. The policy on choice of airline and booking through authorized travel agent applies (as per **latest GoI norms**).

9. Whereas the person travelling is not eligible for air travel, President's approval is needed for air travel and the choice of airline and reimbursement is subject to the terms of the sources of funds.

C. Visa Fees: The approved Travel grant will be inclusive of the Visa Fees

D. Registration Fees: The approved Travel grant will be inclusive of the Registration Fees

E. Application: The request for financial assistance to avail Student Travel Grant should be as per the format (**Annexure I**). Incomplete form will be rejected. The necessary documents mentioned in the format are required to be attached along with the form and duly submitted to the Academic Office for further processing.

The request should reach the Academic Office at least one month in advance before the scheduled date of Conference/Seminar/Symposium/Workshop in the prescribed format.

F. Reimbursement will be strictly as per section A.

G. The journey shall be performed by the shortest route.

H. The Travel Grant is only on a reimbursement basis and no advance payment will be made on this account

I. Release of Travel Grant: The applicant shall submit the claim for the expenditure actually incurred duly forwarded by the concerned Research Supervisor, Cahir of the Unit along with copies of the following documents:

1. Claim should be submitted in the duly filled in prescribed form (**Annexure I**),
2. Statement of expenditure along with the journey tickets (boarding pass is required in case of travel by air in original)/original train tickets,
3. A brief report of the Conference,
4. A brief Report of any other scientific and technical activities undertaken during the visit,
5. Receipt of the registration fee in original issued by the organizers,
6. Voucher/Bank certificate indicating the rate at which foreign currency was purchased if applicable,
7. Certificate of attendance/participation issued by the Organizers.

J. The sanctioned amount shall be reimbursed to the applicant through NEFT in the bank account of the student on receipt of all the required documents within 15 days of the return journey.

ANNEXURE I



Student (SRF) Travel Grant Request Format

Applicant's Name : Mr./Ms.	
Name of the Research Supervisor:	Date of Degree Registration: Degree Registered for:
Unit :	e-mail:
S.R. No. :	Mob.:

Details regarding the Conference	
Name of the Conference	Dates: From: To:
(Invitation letter to be attached):	
Country :	Venue:
Mode of Conference (Tick in appropriate box): Online <input type="checkbox"/> In-person* <input type="checkbox"/> Hybrid <input type="checkbox"/>	
<small>*If the participation is in-person for a meeting which is hybrid in nature, justification is to be provided.</small>	
Type of Presentation Accepted: Paper/Abstract <input type="checkbox"/> Poster <input type="checkbox"/> Oral <input type="checkbox"/>	
Invited Talk <input type="checkbox"/>	
Title:	

Sl.No	Estimated expenditure	In relevant amount as applicable (conversion to Indian rupee is not required)	
		Currency	Amount
1	Registration fee		
2	Travel(if within the country)		
3	Accommodation		
4	Total		

Details of previous financial support availed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, attach a copy of the Sanction Letter/Office Order		

Financial Support requested /will be requested from other agencies- Communication to be attached		
Funding agency	Rs.	Requested/Confirmed

It is hereby certified that the information given above is correct. I consider myself eligible as per the terms of the grant.

Please attach copy (tick in the appropriate box)

	Copy of the Invitation letter
	Copy of the Accepted Abstract
	Copy of the Conference brochure(if available)

Signature of the Student

Date:

Forwarded and Recommended

Supervisor

Chairperson

Academic Coordinator

Recommended/Remarks

Dean Academic Affairs

Approved

President

ANNEXURE II

Daily Allowance Rates for journeys In various countries

	Name of the Country	Daily Allowance (US \$)	Sl. No.	Name of the Country	Daily Allowance (US \$)
1	Afghanistan	75.00	38	Chad	60.00
2	Albania	75.00	39	Chile	75.00
3	Algeria	75.00	40	China	100.00
4	American Samoa	60.00	41	Colombia	75.00
5	Angola	75.00	42	Comoros	60.00
6	Anguilla	75.00	43	Congo	60.00
7	Antigua	75.00	44	Cooks Island	60.00
8	Argentina	75.00	45	Costa Rica	75.00
9	Armenia	75.00	46	Croatia	75.00
10	Australia	100.00	47	Cuba	75.00
11	Austria	100.00	48	Cyprus	100.00
12	Azerbaijan	75.00	49	Czech Republic	75.00
13	Aruba	75.00	50	Denmark	100.00
14	Bahamas	75.00	51	Djibouti	60.00
15	Bahrain	75.00	52	Dominica	75.00
16	Bangladesh	60.00	53	Dominican republic	75.00
17	Barbados	75.00	54	Ecquador	75.00
18	Belgium	100.00	55	Egypt	75.00
19	Belize	60.00	56	El Salvador	75.00
20	Belarus	75.00	57	Eritrea	60.00
21	Benin	60.00	58	Equatorial Guinea	60.00
22	Bermuda	75.00	59	Estonia	75.00
23	Bhutan	60.00	60	Ethiopia	60.00
24	Bolivia	75.00	61	Fiji	100.00
25	Botswana	75.00	62	Finland	100.00
26	Bosnia Herzgovina	75.00	63	France	100.00
27	Brazil	75.00	64	French Guyana	60.00
28	British Virgin Islands	60.00	65	Gabon	60.00
29	Brunei	100.00	66	Gambia	60.00
30	Bulgaria	75.00	67	Gaza (PNA)	75.00
31	Burkina Faso	60.00	68	Georgia	75.00
32	Burundi	60.00	69	Germany	100.00
33	Cameroon	60.00	70	Ghana	60.00
34	Canada	100.00	71	Gibraltar	100.00
35	Cape Verde Islands	60.00	72	Greece	100.00
36	Cayman Islands	60.00	73	Grenada	75.00
37	Central African Rpubli	60.00	74	Guadeloupe	75.00

75	Guam	60.00	117	Mali	60.00
76	Guatemala	75.00	118	Malta	100.00
77	Guinea	60.00	119	Martinique	75.00
78	Guinea Bissau	60.00	120	Macedonia	75.00
79	Guyana	75.00	121	Mauritania	60.00
80	Haiti	75.00	122	Mauritius	60.00
81	Honduras	75.00	123	Mexico	75.00
82	Hong Kong	100.00	124	Micronesia	100.00
83	Holy See (Vatican)	100.00	125	Moldova	75.00
84	Hungary	75.00	126	Monaco	60.00
85	Iceland	100.00	127	Mongolia	60.00
86	Indonesia	75.00	128	Montserrat	75.00
87	Iran	75.00	129	Morocco	60.00
88	Iraq	75.00	130	Mozambique	60.00
89	Ireland	100.00	131	Myanmar	60.00
90	Israel	75.00	132	Namibia	75.00
91	Italy	100.00	133	Nauru	60.00
92	Ivory Coast	60.00	134	Nepal	60.00
93	Jamaica	75.00	135	Netherlands	100.00
94	Japan	100.00	136	Netherlands Antilles	75.00
95	Jordan	60.00	137	New Caledonia	60.00
96	Kampuchea Cambodia	75.00	138	New Zealand	100.00
97	Kazakhstan	75.00	139	Nicaragua	75.00
98	Kenya	60.00	140	Niger	60.00
99	Kiribati	60.00	141	Nigeria	60.00
100	Korea (North)	60.00	142	Niue	60.00
101	Korea (South)	100.00	143	Norway	100.00
102	Kuwait	75.00	144	Oman	75.00
103	Kyrgyzstan	75.00	145	Pacific Islands	75.00
104	Laos	60.00	146	Pakistan	60.00
105	Latvia	75.00	147	Panama	75.00
106	Lebanon	60.00	148	Papua New Guinea	100.00
107	Lesotho	60.00	149	Paraguay	75.00
108	Liberia	60.00	150	Puerto Rico	75.00
109	Libya	60.00	151	Principality of Liechtenstein	100.00
110	Lithuania	100.00	152	Peru	75.00
111	Luxembourg	100.00	153	Philippines	75.00
112	Macao	60.00	154	Poland	75.00
113	Madagascar	60.00	155	Portugal	100.00

114	Malawi	60.00	156	Qatar	75.00
115	Malaysia	75.00	157	Reunion	60.00
116	Maldives	60.00	158	Republic of Palau	75.00

159	Republic of Slovenia	100.00	187	Thailand	75.00
160	Republic of San Marino	100.00	188	Togo	60.00
161	Romania	100.00	189	Tonga	60.00
162	Rwanda	60.00	190	Trinidad & Tobago	75.00
163	Samoa	60.00	191	Tunisia	60.00
164	Sao Tome & Principe	60.00	192	Turkey	100.00
165	Saudi Arabia	75.00	193	Turkmenistan	75.00
166	Senegal	60.00	194	Turks & Caicos	75.00
167	Seychelles	75.00	195	Tuvalu	60.00
168	Sierra Leone	60.00	196	Uganda	60.00
169	Singapore	75.00	197	U.A.E.	75.00
170	Slovak Republic	75.00	198	U.K.	100.00
171	Solomon Islands	60.00	199	U.S.A.	100.00
172	Somalia	60.00	200	Russian Federation	75.00
173	South Africa	75.00	201	Ukraine	75.00
174	Spain	100.00	202	Uruguay	75.00
175	Sri Lanka	60.00	203	US Virgin Islands	60.00
176	St. Kitts and Nevis	60.00	204	Uzbekistan	75.00
177	St. Lucia	60.00	205	Vanuatu	75.00
178	St. Vincent & Grenadines	60.00	206	Venezuela	75.00
179	Sudan	60.00	207	Vietnam	60.00
180	Suriname	75.00	208	Yemen	60.00
181	Swaziland	60.00	209	Yugoslavia	75.00
182	Sweden	100.00	210	Wallis Futune Islands	60.00
183	Switzerland	100.00	211	Zaire	60.00
184	Syria	75.00	212	Zambia	60.00
185	Tajikistan	75.00	213	Zimbabwe	75.00
186	Tanzania	60.00			