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BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI
Research Travel Grant Screening Committee (RTGSC)
Sponsored Research and Consulting Division (SRCD)

Detailed guidelines for Research Scholars to avail BITS financial support for attending conferences

These guidelines will help while applying for institutional financial support for attending scientific event within the country.

Purpose of the grant

This travel grant is to support the travelling of Research Scholars to attend National or International academic conferences/seminars/symposia for presenting paper/poster (within India)

Application process:

Please note that the applicant should complete and submit **TG01** (Application form) along with a self-generated cover letter and other enclosures as mentioned in Clause point 3. These forms are available on SRCD website and must be submitted to DRC/Department at least 1 month prior to the date of conference. In case of the late submission, less than 1 month of the conference date, a proper justification is required. The instructions for filling the application are provided below.

1. Eligibility criteria:

Full-time Ph.D students (On-campus) are eligible to receive this grant and may be applied/availed only once during each financial year.

2. Instructions for filling in the application

- a. Download the application form from SRCD website and fill all the entries. Both printed or hand-written and duly signed forms are accepted.
- b. Please provide all the information and do not alter the format of the form.
- c. Please do not modify or write anything in the space 'FOR OFFICE USE ONLY'.

3. Important enclosures with the application

A copy of abstract, conference brochure and acceptance letter mentioning clearly "The abstract has been accepted for oral/poster presentation", should be attached along with the application. **Full length paper is not required for this purpose.**

4. Submission of the travel grant applications to HOD

The complete duly signed application, forwarded by their supervisor should be submitted to Convener, DRC at least one month prior to the date of conference. HoD may evaluate the content and forward to Convener, RTGSC for further action.

5. Scrutiny of the travel grant applications by HOD/DRC

HODs please make ensure the following entries in application are correct to the best of your knowledge:

- a. All the informations are provided by the applicant

- b. Cross verify the eligibility criteria
- c. Purpose for travel (presenting paper or poster/ attending workshop)
- d. Details of conference and expenditures
- e. Applicant did not receive the travel grant within the last one fiscal years
- f. The enclosures (acceptance letter from organizers stating that "**Paper has been accepted for presentation**", abstract, conference brochure- especially the title and registration details).
- g. The applicant is presenting unpublished research finding first time in the conference (no repetition of the previous presentation).

6. Responsibilities of SRCD travel grant committee

After receiving the complete application, the committee will come to a consensus to Approve/Not approve the application and forwarding further to Dean (Admin) for final approval.

7. Standards for national travel grant allocations

The grant is allocated as per these guidelines.

- TA for 3 AC Rail/ bus fare.
- DA for maximum 3 days as per institute norms* (50% more for metro cities)
- Lodging charges for conference days as per institute norms* (50% more for metro cities)
- Registration fee Rs. 5000 for International conferences or Rs. 3500/- for National conferences (both within India)

** These norms are available on the back side of the Institutional TA/DA form*

8. Applicants responsibilities for clearing all the bills after attending the conference

a. After attending the conference, the research scholar should present his/her work and share his/her experience and knowledge gained during the visit in the Department through a formal presentation. Here a formal notice should be issued by the Head of the Department to declare the presentation and a copy of this should be submitted to SRCD along with travel related documents during the bill clearance as discussed below.

b. Please submit the TA/ DA form within **15 days** of trip with proper details of travel and DA and enclosed with all vouchers/ bills in **original** only to SRCD for clearing the bills. The enclosures may be registration certificate, registration fee receipt, travel tickets and notice of seminar delivered for sharing the knowledge gained from the conference (as discussed above).

c. As it is advised to enclose the original travel tickets or other documents to SRCD, but sometime you may require their submission, in addition, to external funding agencies. In this situation you may have a choice to submit their copies to SRCD after producing the originals for verification.

d. In the absence of travel documents a standard distance-based calculation (may be consulted with the account office for the details) from the station of origin to destination may be adopted.

e. In case when the visit is not made or grants have not been utilized, it should be intimated in writing to SRCD office at your earliest.

f. Transfer of allocated money from one head to another is not permissible.

9 Procedure for applying to external funding agency for International Travel support

- The application form may be downloaded from the desired funding agency website and may be duly filled hand-written or typed.
- All the required enclosures should be duly attached as mentioned in respective travel applications. The application should be duly signed by the applicant and forwarded by the Head of the Department.
- Following enclosures will be required along with all applications-

o A covering letter to Convener, RTGSC, SRCD requesting to forward the applications to the respective funding agencies with its address. In case the applicant wishes to apply to more than one funding agency, a common covering letter will suffice mentioning all the addresses of respective funding agencies.

o A copy of form **TGEF01** (Forwarding letter for signature by the Institute Head/Registrar) for each application should be mailed to the following **E-mail: associate.dean.srkd@pilani.bits-pilani.ac.in** and a copy to **kuldeepdudi81@gmail.com**. A printed copy of the same form should also be attached with each application.

- Completed application with all required enclosures should be submitted to the Convener, RTGSC in Sponsored Research and Consultancy Division, SRCD office for signature by The Registrar.

Good luck and in case of any query please contact Convener, RTGSC, SRCD office at 01596 515 383/267.

Proposed by Research Travel Grant Screening Committee (RTGSC):

1. Prof. Jitendra Panwar :..... *[Signature]* 30/10/2018
2. Prof. Balram Dubey :..... *[Signature]*
3. Prof. Srikanta Routroy:..... *[Signature]*
4. Prof. Navneet Gupta, Associate Dean-SRCD:..... *[Signature]* 30/10/2018
(Convener-RTGSC)

Approved by:

Dean (Admin):..... *[Signature]*
6/11/18