



Detailed guidelines for Institute Travel Grant for Registered Ph.D. Students

These guidelines are intended to assist Research Scholars in applying for institutional financial support to attend scientific events within the country.

1. Purpose of the Grant:

The grant supports Research Scholars expenses when attending academic conferences or workshops/symposia. This grant aims to facilitate the participation of Research Scholars in National or International academic conferences for presenting papers or posters and attending workshops/symposia, within India.

2. Application Process:

To apply for this grant, follow the steps below:

- Download and complete the application form available on the AGSRD website.
- Along with the application form attach important enclosures, as specified in Clause 4.
- Ensure that these duly filled forms are submitted to your respective department at least one month before the conference's commencement. If submitted less than one month before the conference, provide a proper justification.

3. Eligibility Criteria:

To be eligible for this grant, the applicant must meet the following criteria:

- Be a full-time Ph.D. student (On-campus).
- Have an approved Ph.D. proposal.
- Apply for the grant a maximum of 2 times during your 5-year tenure as a Ph.D. student.
- Apply/avail of the grant only once within a period of two subsequent financial years.

4. Important Enclosures with the Application:

Include the following enclosures with your application:

- A copy of the abstract.
- Conference/Workshop/Symposium brochure.
- Acceptance letter clearly stating, "The abstract has been accepted for oral/poster presentation" or workshop/symposium registration receipt.

5. Submission of the Grant Applications to HOD:

Please submit your duly signed application, which your supervisor should also endorse. Ensure that it includes proper justification if it is relevant to the scholar's PhD work, especially when it involves attending a workshop, or symposium. The HOD may review the content before forwarding it to the AGSRD office for further processing.



6. Scrutiny of the Travel Grant Applications by HOD:

HODs may ensure the following entries in the application are correct:

- All required information is provided by the applicant.
- Cross-verify the eligibility criteria.
- Purpose of travel (presentation of paper/poster or workshop/symposium attendance).
- Ensure the applicant has not received a travel grant within the last fiscal year.
- Verify the enclosures (acceptance letter from organizers, abstract, conference brochure, especially the title and registration details).

7. Standards for National Travel Grant Allocations:

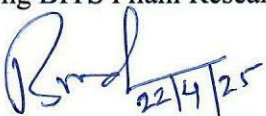
The grant is allocated as follows:

- Conference/Workshop/Symposium registration fee, Poster Printing (up to ₹10,000).
- Travel expenses (up to the cost of a second-tier train AC fare or equivalent airfare). Travel by premier trains is **not allowed**. Fare will be limited to the shortest route only.
- Accommodation and Food (up to ₹1,500 per day, with reimbursement against bills for the number of days of the event). Covered for the duration of the event, along with one day prior and one day post the event.
- Taxi Fare is limited to ₹2000, with supporting bills.
- The maximum reimbursable amount cannot exceed ₹25,000.
- Original bills are **mandatory** for all claims.

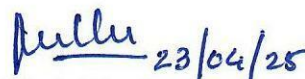
8. Applicants' Responsibilities for Bill Clearance:

1. After attending the conference/symposium, the research scholar must share their experiences and acquired knowledge with the department through a formal presentation. The Head of the Department should issue a notice for this presentation, and a copy should be submitted to the AGSRD office along with travel-related documents for bill clearance.
2. Submit the Travel Allowance (TA) and Daily Allowance (DA) form within 15 days of the trip, including accurate travel and DA details and all original vouchers and bills. Enclosures should include the registration certificate, registration fee receipt, travel tickets, and seminar notice indicating shared knowledge from the event.
3. If travel documents are unavailable, the accounts office will use a standard distance-based calculation from the origin to the destination.
4. In case the visit is canceled or the grants remain unused, please let the office know in writing.

These guidelines are in place to facilitate your access to financial support for attending conferences or workshops/symposia, thereby promoting academic and research excellence among BITS Pilani Research Scholars.


22/4/25

Associate Dean AGSRD
(Prof. Bharat Deshpande)


23/04/25

Dean, Administration
(Prof. Meenal Kowshik)