



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

No.Acad.I/National Seminar/2025/699

Dated: 21.11.2025

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NOTIFICATION

In order to streamline the process of granting financial assistance to the delegates of University of Delhi to attend the National and International Conferences/ Seminars/ Symposium/ Workshops to be held in India, following guidelines is hereby notified for compliance by all concerned.

- I. a) Faculty members will be allowed to avail Travel Grant as per University norms, if they visit to present paper in any one of the top 500 QS/ 500 Times Higher Education (THE) World ranked/ top 100 NIRF ranked Institutions/ relevant discipline of any academic Institution (where the rank of that University/ Institute as a whole is not within the top 500 QS/ 500 Times Higher Education (THE) World ranked/ top 100 NIRF ranked). The ranking of the University/Institution/relevant discipline shall be as applicable at the time of submission of application.

OR

- b) If a faculty member applies for travel grant for presentation of a paper in India in a National/ International Conference/ Seminar not organized by an academic institution but by a highly reputed Nationally recognized independent entity like National Congress/ National association of thematic area, the committee may examine the standard of the conference/ organizing body and the quality of paper proposed to be presented through an objective method before consideration of the request for travel grant. The applicant shall provide sufficient documentary evidence to establish the standing of the organizing body at the time of submission of the application.

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Such an organization should be a public funded Institution of the Central and State Government such as all the Central Universities, IITs, IIMs, IIITs, NITs, Institutions of National Importance (INI), Institutions of Eminence, DRDO, ISRO, BHEL.

c) Those Conferences shall also be allowed where Conference proceedings are either published in Scopus indexed or Web of Science indexed journals.

II. a) In order to ascertain the nature of participation of the faculty member, a proper detailed letter from the organising institution is required to be provided by the faculty member alongwith the request for travel grant.

b) In case a faculty member is invited by an organization as an invited speaker, the expenditure for travel shall be borne by the inviting Institution only.

c) In case a faculty member is invited by an organization for poster presentation, the expenditure for travel shall not be borne by the University.

III. Faculty Members will be required to submit a copy of the complete paper to be presented in the Seminar/ Conferences/ Symposia, as the case may be, alongwith the programme brochure/ flyer while submitting application for Travel Grant.

IV. Faculty Members will be required to submit to the Academic Branch a detailed report of proceedings of the Sessions of the Seminar/ Conferences/ Symposia attended by them alongwith a copy of the Certificate of paper presentation issued by the

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organizing University/ Institutions within a fortnight of their return. A self-attested copy of the same may also be submitted to the Finance Branch while submitting the final travel bill for payment.

V. Faculty Members should travel by Economy class (by air)/ AC2 Tier / AC3 Tier and use the shortest route to reach the destination by availing lowest fare. A certificate indicating the lowest fare availed has to be submitted alongwith the final bill.

VI. The faculty members requesting for Travel Grant shall be required to submit their request **60 days in advance mandatorily**. Requests received which does not conform to this timeline will be examined by the committee in its next meeting only, whenever it is held, without prejudice to the date of travel and the onus of the expenditure incurred shall not be on the University.

This is issued with the approval of the Competent Authority.

Handwritten signature

REGISTRAR

Copy to:

1. Deans of the Faculties/ Dean (Academic Affairs)/ Dean (Planning)
2. Heads of the Departments
3. Directors of the Centres
4. Finance Officer
5. JR (VCO)/ Teaching/ Council/ Colleges/SDC
6. PA to the Dean of Colleges/ Director (SDC)/ Registrar