



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

No.Acad.I/UGAC/2024/200

Dated:13.06.2024

NOTIFICATION

In order to streamline the International Travel Grant, Publication Grant and grant for organization of various Conferences/ Seminar/ Symposia etc. in the University, following guidelines is hereby notified for compliance by all concerned.

A. INTERNATIONAL TRAVEL GRANT

1. a) Faculty members will be allowed to avail Travel Grant as per University norms, if they visit abroad to present paper in any one of the top 500 QS/500 Times Higher Education (THE) World ranked University/ Institution/ relevant discipline of any academic Institution (where the rank of that University/ Institute as a whole is not within the top 500 QS/500 THE World ranking). 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 abroad in an International Conference/ Seminar not organized by an academic institution but by a highly reputed Internationally recognized independent entity like International Congress/ International association of thematic area, the committee may examine the standard of the conference/ organizing body and or 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.

OR

c) Request for travel grant of a faculty member which does not satisfy (a) and (b) above shall be considered, if his/ her paper (not abstract) presented in the seminar/ conference/ symposia is selected to be published in a Scopus/ Web of Science/ SCI/ PubMed indexed Journal, as the case may be. However, request for advance of travel grant will not be considered under this category.

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2. 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 foreign 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 foreign travel shall not be borne by the University.
3. 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.
4. 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 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.
5. Faculty Members should travel by Economy class 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.
6. 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 International travel and the onus of the expenditure incurred shall not be on the University.

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B. PUBLICATION GRANT

1. Faculty Members availing Publication Grant shall be required to submit a Certificate from the Research Council indicating the Impact Factor in the journal where their paper is being published for smooth processing of their requests by the committee.
2. The faculty members requesting for Publication Grant shall be required to submit their request at least **30 days before the deadline for submission of publication fee prescribed by the Publisher.**
3. In one financial year, a maximum of two research papers published by an individual faculty member shall be considered for financial support for Open Access charges (OAC)/Article Processing Charges (APC) subject to the condition that Faculty Member shall be first author and/or the corresponding author in the research paper to avail the financial support.
4. The Faculty member shall be required to provide the copy of research paper and the invoice along with the request for consideration which will be considered by the committee as per the extant Rules.

C. GRANT FOR ORGANIZING SEMINAR/ CONFERENCE/ SYMPOSIA etc.

1. Organizing faculties/ departments/ centres shall be required to submit their request **180 days in advance mandatorily**, in case the event involves inviting of research papers for presentation and attendant formalities. Requests received which does not conform to this timeline will be examined by the committee in its next meeting only, whenever it is held, notwithstanding the date of Seminar/ Conferences/ Symposia.
2. Faculties/ departments/ centres organizing Conference/ Seminar/ Symposia in the Department/ University shall be required to submit their request **60 days in advance mandatorily**, if only the event is for talk/ lecture by experts without invitation of papers for presentation. Requests received which does not conform to this timeline will be entertained by the committee in its next meeting only, whenever it is held, notwithstanding the date of Seminar/ Conferences/ Symposia.
3. Academic approval for organization of Seminar/ Conferences/ Symposia/ is mandatory requirement before consideration of request by UGAC Committee.

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4. Academic approval for holding the Seminar/ Conferences/ Symposia may be sought from the Dean (Academic Affairs) or from the events committee of the University through the Dean, Academic Affairs.

5. Faculty Members will be required to submit to the Academic Branch a detailed report of proceedings of the Seminar/ Conferences/ Symposia organized by them within a fortnight of the programme and also attach a copy of the same to the Finance Branch for processing bills.

This is issued with the approval of the Competent Authority.

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13/6/24
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
4. JR (VCO)/ Teaching/ SDC
6. PA to the Dean of Colleges/ Director (SDC)/ Registrar

UNIVERSITY OF DELHI

Application for grant of financial support for attending
International Conference/ Seminar/ Symposia

(Reference: Notification No. Acad.I/UGAC/2024/200 dated 13.06.2024)

Important:

1. Proposal to be sent **60 days in advance for Travel Grant.**
2. The applicant must fill up each column clearly and submit all relevant enclosures.
3. Incomplete application shall not be considered.

Sl. No.	Particulars	Relevant Information to be provided
1.	Name	
2.	Designation	
3.	Department	
4.	Email ID	
5.	Phone No.	
6.	Exact Title/ Name of the International Conference/ Seminar/ Symposia (please provide a copy of the Brochure/ Flyer). (Brochure/ Programme Flyer to be annexed at Annexure-I)	
7.	Venue of the Conference/ Seminar/ Symposia	
8.	Name of the University/ Institution organizing the Conference / Seminar/ Symposia	
9.	(a) Whether the University/ Institutions is ranked among Top 500 QS/500 Times Higher Education (THE) World Ranked University/Institutions. If yes, please mention the QS/ Times Higher Education World Ranking of the organizing	

	University/Institutions as on the date of the application for International Travel Grant.	
9.	<p>(b) Whether the relevant discipline of any academic institution (where the Rank of that University/ Institute as a whole is not within the top 500 QS/500 THE World Ranking) is ranked among Top 500 QS/500 THE World Rank.</p> <p>If yes, please mention the QS/ Times Higher Education World Ranking of the relevant discipline of the organizing University/ Institutions as on the date of the application for International Travel Grant.</p>	
9.	<p>(c) If the Conference/ Seminar is not organized by an academic institution but a highly reputed Internationally recognized entity like International Congress/ International Association of Thematic area, please provide sufficient documentary evidence to establish the standing of the organizing body. (To be annexed at Annexure –II)</p>	
9.	<p>(d) In case the University/ Institution/ relevant discipline is not within the top 500 QS/ THE ranking or the standing of the organizing body/ entity is not of similar standing as those covered under point No. 9 (a), (b) and (c) above, a faculty member shall be allowed to avail Travel Grant as per University norms, if his/ her paper presented in the said Conference/ Seminar (not abstract) is selected to be published as part of the conference proceeding in a Scopus/ Web of Science (WoS)/ SCI/ PubMed Indexed Journal, as the case may be.</p> <p>Note: No advance of travel grant will be considered under this category.</p>	
10.	Date of paper presentation in the Conference/ Seminar/ Symposia under reference.	

11.	State the title of your paper selected for presentation in the said Seminar/ Conference/ Symposia. Submit the complete paper. (To be annexed at Annexure –III)	
12.	<p>Nature of participation (Please indicate the appropriate one)</p> <ul style="list-style-type: none"> i. Invited to present your paper ii. Invited to deliver Key Note Address iii. Invited as plenary speaker iv. Invited Speaker v. Presiding over a session vi. Chairing a Session vii. Invited for Oral Presentation only viii. Invited for Poster Presentation ix. Any other form of attendance 	
13.	Date of Invitation letter and letter of acceptance of the paper. Copy of Invitation letter and letter of acceptance of the paper .(To be annexed at Annexure –IV)	
14.	Mode of Conference/Seminar/ Symposia/Session (Offline/ Online/ Hybrid). Please indicate the appropriate one	
15.	Have you availed Financial support from UAGC during the preceding 3 years? If yes, please mention details	
16.	Estimate of lowest Air-Fare by Economy Class and by Shortest Route from Delhi to the place of visit and back (In Indian Currency) from authorized agencies, as per rules. (Documentary proof to be annexed at Annexure –V)	

17.	Do you require Registration fee? If so, mention the amount (in Indian Currency). (Documentary proof to be annexed at Annexure –VI)	
18.	Any other relevant information. Attach a separate sheet for this purpose, if required.	

Declaration:

I hereby declare that the information provided above by me is complete in all respects and correct to the best of my knowledge and nothing material is concealed therefrom.

Date:

Signature of the Teacher/Applicant

**Recommendation of the Head of the Department/
Dean of the Faculty/Director of the Centre, as the case may be.
(Signature and office stamp)**

Annexure –I- Copy of Brochure/ programme flyer

Annexure- II- Relevant document in support of standing of the organizing body

Annexure- III- Copy of complete paper to be presented in the Conference/Seminar/ Symposia.

Annexure -IV- Copy of invitation letter/ letter of acceptance of the paper.

Annexure- V- Estimate of lowest air fare to travel by Economy class by shortest route to reach the destination and back from authorized agencies, as per rules.

Annexure- VI- Documentary proof of Registration amount