

**UNIVERSITY OF DELHI  
RESEARCH COUNCIL**

Guidelines for travel grant to college teachers for attending International  
Conference/Symposium

1. The scheme is open to all permanent teachers of the colleges of the University of Delhi who have a minimum of two years of service left in the college before retirement. This shall be open to each such college teacher once in three years.
2. The application shall be submitted at least two months in advance of the actual conference and shall have to be forwarded with indication that leave and permission has been granted by the college. The college shall also certify that the teaching shall not suffer during the absence of the teacher.
3. The application will be considered only for the approved list of conferences.
4. The applicant shall have to produce documentary evidence that his/her research paper/poster has been accepted for presentation/talk based on his/her research work of the last two years from the date of the application.
5. The applicant shall be eligible for a two-way economy class airfare by cheapest refundable route as indicated by an Air-India certificate as well as registration fee of Rs. 10,000 or actual whichever is less.
6. The total sum shall be reimbursed after the applicant submits a report on the conference and forwards the same through the college within one month of return from the conference.
7. The form must be supported by Invitation/Acceptance letter, Abstract, Proof of Airfare, Full paper and CV

The application shall be received by the office of the **Research Council, Convention Hall Courtyard, Viceregal Lodge, University of Delhi, Delhi - 110007**. Any queries can be addressed to [research-council@du.ac.in](mailto:research-council@du.ac.in)

**The Chairperson, Research Council**

**UNIVERSITY OF DELHI**  
**RESEARCH COUNCIL**  
**Application form for travel grant to college teachers**

1. Name.....Designation.....

2. Department and College.....

3a. Name of the International Conference

3b. Title of the paper

3c. Dates, Venue, address

3d. Organizer

4. 3. Have you availed financial support from the University/UGC/DST etc. in the last 3 years? Please mention the funding agency, conference details and funds received. Any part funding received from any other agency?

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5. Are you getting any support for accommodation/registration from organizing committee of the conference? Give details.

6. Participation in the conference: Presiding/Chairing/Keynote address/Talk/Paper Presentation/Poster session. Tick the relevant one. Please attach the invitation letter.

7. Approximate Airfare (by Air India/Partner carrier) by Economy Class and by Shortest Route (in Indian Currency) Attach details.

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8. Do you require Registration fee? If so, mention the amount (in Indian Currency)

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9. Relevance to the subject area of the Study

10. Necessary Enclosures: a. Invitation/Acceptance letter b. Abstract c. Proof of Airfare d. Full paper e. CV

I certify that the work is original & not presented or published elsewhere. I hereby declare that I have not claimed any travel grant during last three financial years from University of Delhi.

**Signature of the Applicant**

**Residential address/email/mobile no.**

**Recommendation of the  
Principal**