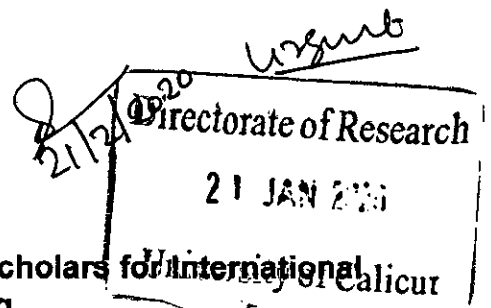


University of Calicut  
Directorate of Research



**Guidelines for international travel grant to Research Scholars for International Conference/ Symposium/Workshop/Short term training**

1. The travel grant shall be against the budget provision earmarked under Budget Estimate 2019-20 utilising the Non-plan Grant for FY 2019-20 with Head of account: Part I 55-2067-01 Dr. Ambedkar Scholarship or similar funds for the purpose.
2. The application for the travel grant for an academic year will be open on 1<sup>st</sup> April and close on 10<sup>th</sup> March.
3. The scheme is open to the full-time research students of the University Teaching Departments, each student permitted to avail at the most twice during the entire period of the student's research programme..
4. The application form should be accompanied by justification for attending the Seminar/Workshop etc. and relevance to the subject area.
5. The application shall be submitted preferably at least two months in advance of the actual conference /workshop and shall have to be recommended by the Supervisor and forwarded by the Head of the Institution/Department with leave and permission granted for the period.
6. The applicant shall have to produce documentary evidence that his/her research paper/poster has been accepted for presentation or invitation letter has been received for conference/workshop/school etc.
7. The applicant shall certify that the work being presented is original and has not been published/presented elsewhere.
8. The applicant shall give full details of travel funding from other sources during the research tenure at the centre.
9. A statement of account giving details of expenditure incurred on various items viz., travel, airport tax, registration fee, visa fee and daily allowance.
10. For the payment of daily allowance the Government of India's rates will be followed. D.A. will be paid for the duration of the conference plus four days i.e. two days before and two days after the conference which will include the travel period.
11. The applicant shall be eligible for a maximum amount of Rs.1,00,000/- including registration fee and Per-diem or actual expenditure whichever is less.
12. The amount sanctioned shall be reimbursed after the applicant submits through proper channel within one month of return from the conference, a report on the

conference together with the bills to the Directorate of Research for onward transmission to the Finance Branch.

13. Mere submitting the application does not guarantee the award of the grant. The proposal(s) received duly completed in all respects will be evaluated by a scrutiny committee. Based on their recommendation, a final decision will be taken by the University.

14. The application shall be received by the office of the Directorate of Research, University of Calicut. Any queries can be addressed to dor@uoc.ac.in

University of Calicut  
Directorate of Research

**Application for travel grant to students for International Conference/ Workshop/  
Short term Training**

(To be submitted Two months in advance)

1. Full name of student:
2. Programme of study & Department :
3. Name of the International Conference:
4. Title of the paper:
5. Dates, Venue, address:
6. Organizer:
7. Have you availed financial support towards travel from the University/UGC/DST etc. during your research tenure? Please mention the funding agency, conference details and funds received. Any part funding received from any other agency?  
.....
8. Are you getting any support for accommodation/registration from organizing committee of the conference? Give details.  
.....
9. Participation in the conference/workshop/short term training:  
Talk/Paper Presentation/Poster session.  
(Tick the relevant one. Please attach the invitation letter.)  
.....
10. Approximate Airfare (by Air India/Partner carrier) by Economy Class and by Shortest Route (in Indian Currency) Attach details.  
.....
11. Do you require Registration fee? If so, mention the amount (in Indian Currency)  
.....
12. Relevance to the subject area of the Study (Please attach a separate sheet if required)  
.....
13. Financial Assistance required from the University:-
  - (a) Travel within India to reach the nearest airport :
  - (b) Airfare (both ways) :
  - (d) Registration fee :
  - (e) Per-diem required (indicate the number of days and the rate):

Total (in Rs.) :

14. Necessary Enclosures:

- (a.) Invitation/Acceptance letter
- (b.) Abstract
- (c.) Proof of Airfare
- (d.) Full paper
- (e.) CV

*I certify that*

- (a.) the details given above are correct;*
- (b.) if the information supplied is found to be incorrect at a later date, I shall reimburse the entire amount to the University;*
- (c.) in case financial assistance is received from the organizers or any other agency I shall pay back the amount granted by the University;*
- (d.) the work is original & not presented or published elsewhere.*

**Signature of the Applicant:**

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

**Recommendation of the Supervisor:**

**Recommendation of the Head of the Department:**