

UNIVERSITY OF MADRAS

Guidelines for Financial Assistance to Students/Research Scholars for International Travel

1. Financial Assistance :

The financial assistance is drawn from the grant sanctioned by the University of Madras under the **UCIR Budget Head 'Students Visit to Foreign Universities' (Under Part - I Non-Plan a/c No. 37707032 – Financial Estimate 2014-15)**

This financial assistance is open to all PG students and full-time PhD (research) scholars of the University of Madras once (and only once) during their study period.

The financial assistance will be granted as per the guidelines approved by the Syndicate of the University of Madras at its meeting held on 20 June 2014.

The norms approved are as follows:

1. General: Every effort shall be made to ensure an equitable distribution of support to all the applications received. The assistance provided is only partial. Each successful applicant is expected to secure additional financial support from other Govt./Private/Personal agencies to meet the total expenditure.

2. Scheme:

2.1 Academic Activity: The financial assistance shall be provided for the following types of academic activities.

- 2.1.1 Attending a Conference/Symposium/Seminar to present a paper
- 2.1.2 Attending a Workshop
- 2.1.3 Attending a PG Course (one/two semesters) under Student Exchange Programme for which a MoU exists between the University of Madras and the foreign Institution;
- 2.1.4 Short-term Visit (not more than one week) for Training/Data Collection.

2.2 Visit to Foreign Countries: Visits to all foreign countries as permitted by the Government of India will qualify for the assistance. The countries are classified as follows.

- 2.2.1 **Group A** : North America, Australia, South America, New Zealand.
- 2.2.2 **Group B** : Europe, Far-East Asia, Japan, China, Hong Kong, Taiwan, Korea, Indonesia, Africa.
- 2.2.3 **Group C** : Gulf Countries and Sri Lanka, Nepal, Bangladesh, Burma, Pakistan, Singapore, Malaysia, Thailand, Maldives.

The financial assistance will be limited according to the above classification (see item 2.4 below).

2.3 Eligibility

- 2.3.1 PG & M.Phil. students and Ph.D. scholars (Full-Time only) of Indian nationality from any of the University Departments are eligible to receive the financial assistance.
- 2.3.2 Priority shall be given to students travelling under Exchange Programmes or similar agreements as specified in an MoU between the University of Madras and the foreign Institution.
- 2.3.3 The travel shall be for candidates to present a paper (which has been accepted) at a Conference/Symposium/Seminar; to attend a Workshop; course, training and Data Collection .
- 2.3.4 In the case of presentation of accepted paper at a Conference/Symposium/Seminar , the first/prime author only is eligible for applying.
- 2.3.5 The Applicant shall possess a valid Passport.
- 2.3.6 The Applicant shall not have already availed assistance under this scheme. Assistance under this scheme shall be given only once during the PG / M.Phil. or Ph.D. programme.
- 2.3.7 The Applicant shall have obtained consent for the travel from his/her research supervisor/HOD and an official invitation from the Institution(s) to be visited in the foreign country, or from the conference/workshop/ symposium/seminar organizer(s).

2.4 Type of Financial Assistance

The financial assistance may be used for Conference Registration fee, economy Air travel fare (Air India), accommodation and food expenses only. The total number of which the daily allowance can be claimed should in no case exceed the number of working days plus one day before and after the event. The details of financial assistance are as follows:

- 2.4.1 Air-Travel Fare (50 %)
- 2.4.2 Registration Fee (50 %)
- 2.4.3 DA (including food bills and local stay as given below)

Maximum admissible DA rates are given in Table below:

Country Group	Maximum Permissible DA <u>WITH</u> bills (amt. in US \$)
Group A	40
Group B	35
Group C	30

3 How to apply

- 3.1 Download the application form from the UCIR web page (www.unom.ac.in).

- 3.2 Fill in the form and enclose the following documents (originals or copies attested by the Head of the Department).
 - 3.2.1 Passport (all the relevant pages).
 - 3.2.2 Invitation letter from the foreign institution or conference organizer.
 - 3.2.3 Acceptance letter, in the case of a paper presentation.
 - 3.2.4 Statement of anticipated expenses, with detailed breakup under the following heads – travel, registration, local travel, lodging and boarding.
- 3.3 The application shall be recommended by the Research Supervisor of the Applicant and forwarded by the Head of the Department as the case may be along with the Minutes of the Meeting of the Departmental Committee held for this purpose. The Departmental Committee shall specifically attest that the applicant has not previously availed himself/herself of assistance under this scheme.
- 3.4 The Applicant shall give details of funding from other sources, if any.
- 3.5 Mere submission of the application does not guarantee the award of financial assistance. It is subject to scrutiny of the designated Advisory Committee.
- 3.6 The application shall reach UCIR office not less than 2 months prior to the actual travel date to the Foreign country.
- 3.7 The application shall be submitted to the Office of the UCIR, University of Madras, Chepauk, Chennai – 600005.

4 Processing

- 4.1 Applications shall be processed in the months of July, September, December and February every year.
- 4.2 Provisional sanction shall be recommended to the University as soon as the processing is complete.
- 4.3 No advance payment shall be made.
- 4.4 The amount sanctioned shall be reimbursed only upon the submission of the following documents:
 - i. Report
 - ii. Annexures A, B & C
 - iii. Attendance/Participation Certificate
- 4.5. The Applicant shall submit all the above said documents in original within 15 days on return through the Supervisor and HOD to the UCIR (If the Applicant needs to submit the original documents elsewhere, copies will be accepted if attested by Director, UCIR, University of Madras).
- 4.6. Any queries can be addressed to unom.ucir@gmail.com.

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UNIVERSITY OF MADRAS

**Application Form for Financial Assistance to Students/Research Scholars
for Travel Abroad**

Date: _____

Name : _____

Roll No. : _____ Email : _____

Department : _____ Programme: (PG/Ph.D.): _____

Contributors: _____

Conference Name (in full):- _____

Dates From: _____ To: _____ City: _____ Country: _____

Please answer the following (strike out not applicable options and include appropriate letters from the Conference Organisers)

1. Your paper is selected for presentation
2. Your paper is selected for Poster Session
3. You have taken funds from University of Madras in previous three academic years for the same purpose. Yes / No

If yes, please provide the details thereof.

4. You have received assistance for travel, registration etc. for _____ from Conference Organizers (give amount in rupees or US dollars) or any other source. Yes / No

If yes, please provide the details thereof.

5. Documents to be Attached :

- Abstract/full paper that was submitted.
- Letter of acceptance for presentation/proceedings.
- A letter about any funding already secured.
- Conference announcement indicating dates, location, registration fee, etc.
- Statement of Anticipated Expenses

Signature of the student

Research Supervisor's name: _____

Dept: _____

Research Supervisor's Recommendation with Signature

HODs Recommendation with Signature

UCIR - Advisory Committee's Recommendations and signatures

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|---|---|----------|
| 1. Director, UCIR
University of Madras | - | Convener |
| 2. Dean, UICIC
University of Madras | - | Member |
| 3. Director, IQAC
University of Madras | - | Member |
| 4. Dean, Students Affairs
University of Madras | - | Member |

Application is Recommended /Not Recommended.

Notes :

- 1) The funding will generally be not given to students within one year of their joining research programmes.
- 2) The funding will not be given after submission of synopsis/thesis.

DECLARATION

I have attended the event held on _____ at _____
_____.

I, hereby, submit the requisite documents for reimbursement.

Signature of the Research Supervisor

Signature of the Student

Statement of Expenditure towards DA

Group A		With Hotel Bills
A	Maximum DA	\$40.00
B	No of days of Conf. (Include 1 day Prior & 1 Day Post conf.) Eg: Conf Date: 2/02/2014 to 04/02/2014 Therefore, Total no. of days : 5 (Counting from 1/02/2014 to 05/02/2014	
C	Exchange rate on the 1 st day of conf. (* Please attach proof of exchange rate)	
Total Admissible DA (A*B*C)		

Group B		With Hotel Bills
A	Maximum DA	\$35.00
B	No of days of Conf. (Include 1 day Prior & 1 Day Post conf.) Eg: Conf Date: 2/02/2014 to 04/02/2014 Therefore, Total no. of days : 5 (Counting from 1/02/2014 to 05/02/2014	
C	Exchange rate on the 1 st day of conf. (* Please attach proof of exchange rate)	
Total Admissible DA (A*B*C)		

Group C		With Hotel Bills
A	Maximum DA	\$30.00
B	No of days of Conf. (Include 1 day Prior & 1 Day Post conf.) Eg: Conf Date: 2/02/2014 to 04/02/2014 Therefore, Total no. of days : 5 (Counting from 1/02/2014 to 05/02/2014	
C	Exchange rate on the 1 st day of conf. (* Please attach proof of exchange rate)	
Total Admissible DA (A*B*C)		

Signature with date :

Name of the Student/Scholar :		Roll No:	
Purpose of Visit :			
Expenditure Details			Amount (INR)
Sr. No.	Travel / Registration etc. (A)		
1	Air Fare		
2	Registration Fees		
Total (A)			
DA			
Accommodation Bills (B)			
Check In Date :			
Check Out Date :			
Total (B)			
Food Bills (C)			
1			
2			
3			
Total (C)			
Travel (Abroad) (D)			
A			
B			
C			
Grand Total (A+B+C+D)			

Note: Attach original accommodation bills, registration receipt, airfare receipt, along with the boarding passes (whichever applicable) and food/ local travel (abroad) bills/ receipts for settlement of the advance.

- * Please attach proof of exchange rate as on the first day of conference.
- * If the bills/receipts are printed on thermal paper, photocopy of the bills/ receipts should be also be attached along with the originals.
- * Student is eligible for Actual DA or Admissible DA whichever is less

Signature of the Research Supervisor

Signature of the Student

Date:

University of Madras
Form for Financial Assistance

Date : _____

Name of the student					
Department		Programme		Roll No.	
Assistance previously availed from UNOM					
Name and address of the Conference allowed to attend					
Duration		Date of journey		Date of return	
Name of the organization giving additional Financial Assistance (if any)					
Amount of Financial Assistance sanctioned		Rs. _____ (Rupees _____)			
<p>The Financial Assistance granted to me shall be utilised for the purpose of expenditures involved in attending the conference / seminar / meeting only.</p> <p style="text-align: right;">Signature of the student</p>					
<p>The Financial Assistance granted to my student Mr. / Ms. _____ may be drawn in my name. I assure that the Financial Assistance granted to him / her will be utilized for the designated purpose only. I undertake to get the Financial Assistance settled by my student within the stipulated time.</p> <p>Name of Supervisor : _____</p> <p style="text-align: right;">Signature of the Supervisor</p>					
<p>Financial Assistance as recommended by the 'Committee for funding participation in International Conference' is sanctioned herewith for payment.</p> <p style="text-align: right;">Director (UCIR)</p>					