



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

GUIDELINES FOR REIMBURSEMENT OF CONFERENCE REGISTRATION FEE TO UG, PG and PhD STUDENTS (THE ACADEMIC YEAR 2021-22 ONWARDS)

OBJECTIVES OF THE SCHEME:

To promote research and development activities by providing reimbursement of conference registration fee to UG, PG and PhD students of IGDTUW for presenting Research Paper in National/International Conferences in the areas of Sciences, Engineering & Technology and Architecture.

ADMISSIBILITY:

- I. A student will be provided reimbursement of only the registration fee for Web of Science/Scopus indexed National or International conferences.
- II. The reimbursement of registration fee would be for presenting a paper in the Conference. Submission of presentation Certificate is mandatory for claiming the reimbursement.
- III. The maximum reimbursable amount will be Rs. 10,000/- per Conference for Scopus/Web of Science indexed National or International Conferences.
- IV. Reimbursement of registration fee will be provided to only one of the student authors, who would be presenting the paper in conference.
- V. The reimbursement will be done to students provided their IGDTUW affiliation is mentioned.
- VI. Plagiarism for the papers shall be checked as per UGC guidelines/University norms.
- VII. The reimbursements will be moved in each quarter for the UG, PG and PhD students in a compiled manner from each department at the start of every semester. The applications of each department shall be compiled and verified by the respective HODs. The compiled applications from each department would be submitted to Dean (SW). A Central Committee comprising of Dean (SW), Dean (R&C) and Dean (Academics)/Dean (Examination) will approve the cases for reimbursement of registration fees on quarterly basis.
- VIII. Students working in Research projects should preferably avail the reimbursement from project grant, if available and have to produce evidence from Principal Investigator in case such option is not available in the Project Funds.



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PROCEDURE FOR APPLICATION:

- i. Applicants are required to apply only in the prescribed application format (Annexure-I). Proposals received on any other format shall not be entertained.
- ii. Applicant should attach the following documents alongwith the application form (Annexure-I) duly verified by Faculty mentor/Supervisor:
 - a. Conference brochure
 - b. Letter of invitation
 - c. Letter of acceptance of paper
 - d. Copy of manuscript
 - e. Registration fee payment receipt
 - f. Presentation certificate
 - g. Indexing proof, if available
- iii. Incomplete application shall be rejected.
- iv. The soft copy of complete paper is to be submitted on email id of respective HOD and office of Dean, R&C (email id: researchwing@igdtuw.ac.in).
- v. The applicant student will have to submit an undertaking (Annexure-II) that she is not getting any financial assistance for the registration fees from any other source. This needs to be verified by their respective Faculty mentor/Supervisor.
- vi. All documents/ annexures should be signed/verified by the applicant student and Faculty mentor /Supervisor.



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ANNEXURE-I

APPLICATION FORM FOR REIMBURSEMENT OF CONFERENCE REGISTRATION FEE

Semester- Jan to July/Aug to Dec during Academic Year

(To be filled by the applicant)

| | | |
|-----|--|--|
| 1. | Name | |
| 2. | Degree/Year | |
| 3. | Enrolment no. | |
| 4. | Semester | |
| 5. | Department | |
| 6. | Date of Birth | |
| 7. | Mobile Number | |
| 8. | Email | |
| 9. | Name and details of the Conference (Attach a brochure of the event) | |
| 10. | Whether Web of Science/Scopus indexed National or International conference | |
| 11. | Mention paper accepted or not (attach a copy of letter of acceptance of paper) | |
| 12. | Title of the paper (Attach a copy of the paper/manuscript) | |
| 13. | Names of the author/co-author | |
| 14. | Name of the faculty under whom the work is done | |
| 15. | Amount of registration fee (Attach conference brochure, receipt etc.) | |
| 16. | Details of reimbursement claimed for registration fee in the current Academic Year | |
| 17. | Bank Account Details (the bank account must be in the name of applicant) | |
| | i. Name of Beneficiary | |
| | ii. Bank account No. | |
| | iii. Name & Address of the Bank | |
| | iv. IFSC Code | |



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18. I under take that
- (a) The details given above are correct. If the information supplied is found to be incorrect on a later date I shall return the reimbursed amount to IGDTUW.
 - (b) I shall abide by the decision of the IGDTUW. I will be fully and individually responsible for any unlawful activity in the Conference venue. IGDTUW or any officer shall not be responsible for any misconduct on my part.

Date:

Place:

Signature of Applicant

Details to be verified by Faculty mentor/Supervisor:

Name and Signature of Faculty mentor/Supervisor:

Verified by HOD:

Name and Signature of HOD:



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ANNEXURE-II

REIMBURSEMENT OF CONFERENCE REGISTRATION FEE

UNDERTAKING

I _____ D/o _____ with enrollment no. _____ in program _____ admitted in batch _____ certify that, I am not receiving any financial assistance/reimbursement etc. from any other source for Conference Registration Fee for the paper entitled “.....”, to presented at International/National Conference held on at

The information submitted by me is correct and if found false, disciplinary action may be taken.

Date _____ Signature _____

Place _____ Name of the Student _____

Name of Faculty mentor/Supervisor _____ Signature with Date _____

Name of the HoD _____ Signature with Date _____