



भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



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TECHNOLOGY  
BANARAS HINDU UNIVERSITY

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अधिष्ठाता कार्यालय  
(अनुसंधान एवं विकास)

Office of the Dean  
(Research & Development)

Ref. No.: IIT(BHU)/R&D/STGS/2025-26/13

Date: 30/07/2025

## NOTIFICATION

The Director, IIT(BHU), Varanasi has been pleased to approve the following new guidelines of Students Travel Grant Support (STGS) for presenting paper in Top International Conferences effective from 01.08.2025:

- 1) Registered students may receive financial support of up to ₹ 2,00,000/- during their course for presenting a poster or paper in top international conferences. The conference must be from the department-approved list and recommended by the assigned supervisor, subject to approval by the respective department committee.
- 2) A student is eligible to attend **only one** international conference during the entire duration of their program. PhD research scholars may receive **partial support** for one additional international conference, provided fund requirement remain within the overall support limit of ₹ 2,00,000.
- 3) Travel support will be provided **only after completion of the first year** of the program and must be registered in the Institute on the date of conference.
- 4) The student must have a **minimum CPI of 7.5** and **no active backlogs** at the time of application to be eligible for the grant.
- 5) The travel grant will be provided only if the student/scholar attends the meeting in person. No grant will be given for attending the conference online or for not being physically present at the conference venue.
- 6) Each department will prepare a list of **up to 30** (or equal to the number of faculty members, whichever is less) **highly reputed international conferences** at the beginning of each academic year. The list will be approved by the DPGC and published by the Dean (R&D) office on its website. Students will receive funding **only for conferences listed** by the department. For interdisciplinary research, scholars may attend conferences listed by other departments as well.
- 7) The student **must present** their paper in the department prior to applying for the travel grant.
- 8) The student/research scholar seeking financial assistance and their supervisor must be listed as authors of the accepted paper and the work should have been conducted at IIT(BHU). If a paper has multiple student authors, only one student author per paper will be eligible for financial support.

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9) The travel support may cover the following expenses, as per Institute norms and eligibility:

- Registration fees
- Airfare (Economy class)/Train fare (AC 2-tier or 3-tier) via the shortest route.
- Visa fees
- Per-diem allowance
- Travel insurance

The **per-diem allowance** may be claimed for the duration of the event and for **at most one day before and one day after** the event dates, provided the student is traveling on those days.

10) **Travel and per-diem reimbursement norms** are as follows:

(a) **Airfare:** Return economy class air tickets to the conference city or a nearby major city must be booked through **Ashoka Travels, IRCTC or Balmer Lawrie** as per Government of India rules. Additional charges for meals, seat selection, or special services are **non-reimbursable**.

- If staying abroad for extra days or traveling from/to cities other than nearby major cities, the **lower of actual fare or cheapest airfare** (one or two days before/after the conference) will be reimbursed.
- A **screenshot of the lowest fare** from Ashoka Travels/IRCTC/Balmer Lawrie must be attached as proof.

(b) **Train or intercity bus tickets** to the conference city are also reimbursable.

(c) **Per-diem Allowance** (covers accommodation, food and local transportation):

- USD 75/Day for accommodation on production of bill.
- USD 50/Day for food and local transportation without any bill.

11) **IIT (BHU) will provide travel support only if no travel funding, or only partial funding, is provided by external agencies such as DST, DBT, SERB, etc. The student must have applied to these agencies for financial support.**

12) Advance may be taken for expenditure as per Institute norms.

13) The following categories are **not eligible** for the travel grant:

- PMRF Research Scholars
- Students enrolled under Executive Programs
- Sponsored category students/research scholars



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- 14) Students must submit the **completed Travel Grant Application Form**, with all necessary approvals, to their respective department at least **30 days before the event**. The Institute typically requires a **minimum of 10 days** to process the complete application. **Post-facto approvals will not be entertained.**
- 15) After returning from the event, students must:
- (i) Submit a **minimum 200-word report**
  - (ii) Fill and submit **Form 4 (TA Form)** and the **RTGS Form**
  - (iii) Attach all **original documents**, including boarding passes and invoices
  - (iv) Provide a **cancelled cheque or bank statement** for account verification
- All documents must be submitted **within 15 days of return**, and must be forwarded by the supervisor to the concerned department for processing.
- 16) Postgraduate students/scholars may attend the national conference using the **Research Support Grant Fund (RSGF)** on the recommendation of thesis supervisor.
- 17) Approval of the Travel grant is **subject to the availability of sanctioned funds** under the relevant budget head.

The applicant is required to submit the enclosed form with supporting documents to Dean(R&D) office for further processing of STGS.

Deputy Registrar (R&D)

No.: IIT(BHU)/R&D/STGS/2025-26/ 13

Dated 30/07/2025

Copy forwarded to the following for information and necessary action:

1. All the Deans/Associate Deans/Professor In-Charges, IIT(BHU)
2. All the Head of the Departments/Coordinator of the Schools, IIT(BHU).
3. All the Faculty Members of IIT(BHU).
4. PS to the Director, IIT(BHU).
5. PA to the Registrar, IIT(BHU).
6. All the Students of IIT(BHU).

Deputy Registrar (R&D)

