REVISED GUIDELINES FOR CONFERENCE TRAVEL AWARD (CTA) GRANT
(as on 09.10.2025)

i. All full time B.Tech./B.Des./Dual/M.Tech./M.Des./M.Sc./M.P.P./M.A./ M.S.(R) Programme students, preferably in their final year of the Programme would be eligible.

ii. The student must be the first author and the presenter. The mode of presentation could be either be oral or a poster.
The paper must be published in Archival Conference Proceedings. **(added vide Notification No. IITD/Acad/ 454597 dated 09.10.2025)**

iii. CTA scheme can be availed only once during the period of registration.

iv. The duration of the conference must fall before the student's date of graduation. **(added vide Notification No. IITD/Acad/ 454597 dated 09.10.2025)**

v. The grant shall be utilized exclusively for travel to reputed conferences where the candidate is presenting a paper. It shall not be used for attending training schools, workshops, etc. **(added vide Notification No. IITD/Acad/ 454597 dated 09.10.2025)**

vi. A candidate applying for this grant must establish through a suitable application form his/her contribution in the research. Head of the Academic Unit and a faculty mentor (Supervisor) must certify the candidate's contribution in research and provide justification for the same. The application must accompany with an acceptance letter from the conference organizer and a plagiarism check.

vii. Peer review comments on the conference paper, as received from the organizers, must be submitted along with the application. **(added vide Notification No. IITD/Acad/ 454597 dated 09.10.2025)**

viii. Applications are invited throughout the year.

ix. The research work must be carried out in IITD.

x. The number of travel grants of Rs 2,00,000 per student will be limited to a total provision of Rs. 50 Lakhs per year from Endowment Funds.

xi. Selection Process: A shortlisting committee at Institute level will evaluate the applications and communicate the decision within a month. The shortlisted applications are to be forwarded by the Committee to the Dean, Academics office for consideration and appropriate action. The award will be notified after checking the academics records of the student by the Dean, Academics office. The award notification will be forwarded to the Dean, Alumni Relations for implementation.

xii. When planning for the travel, a student who is selected for CTA, must route the ex-India leave application, as well as other relevant document through the Department Undergraduate Committee (DUGC)/DRC to the Academic Section.

xiii. Travel Route: The travel route should be New Delhi – Conference Venue (major airport in the country)– New Delhi. Any change in the route citing low-cost fares or any other reason is not permissible.

xiv. The expenditure assigned to Accommodation + DA will be reimbursed @ US $ 150/- per day for an international conference held abroad. The reimbursement of air fare will be as per Govt. of India rules. The journey by air should be performed by the shortest route in economy class. The tickets must be booked by Ashoka Travels and tours help desk available in the campus or through the following Web portals: -
a. IRCTC
b. Ashoka Travels & Tours
c. Balmer Lawrie & Co.

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xv. The entitlement for travel for a national level conference shall be as per IRD norms for JRF/SRF which is as under at present: -

a) By Air (Economy Class)/AC 2 Tier by train and tickets must be booked by the authorised companies mentioned in para (xi) above.
b) Hotel Accommodation up to Rs. 3,000/- per day (with original bill)
c) Local Travel and Food Bill up to Rs. 1000/- per day (with original bill)

xvi. Reimbursement of the above expenditure incurred will be considered maximum for 1 day before and 1 day after the conference period, for both international/national conferences.

xvii. For conferences held abroad, Ex-India leave on-duty may be given for a maximum of 2 days before and 2 days after the conference period. Any leave beyond this period will be treated as Personal Leave and will be debited from the allocated leave granted to the student in an academic year.

xviii. In case the travel award is granted to a student but for genuine reasons he/she fails to undertake the travel (Visa dental/delay, health etc.), he/she can still claim reimbursement on all expenses including cancellation charges incurred. However, if the student claims reimbursement he/she would be considered as a beneficiary under the scheme and would count towards one travel support with the claimed amount.

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CTA - 1

INDIAN INSTITUTE OF TECHNOLOGY DELHI

ACADEMIC SECTION

(Only For B.Tech./B. Des./ Dual/ M.Tech./ M.Des./ M.Sc./ M.P.P./M.A./ M.S.(R) Programme Students)

APPLICATION FORM FOR CONFERENCE TRAVEL GRANT FOR PRESENTING A PAPER IN A CONFERENCE OUTSIDE /WITHIN THE COUNTRY

CONFERENCE TRAVEL AWARD (CTA) OF Rs. 2,00,000/-

A. PERSONAL INFORMATION:

Name _____ Entry No._____

Deptt./ Centre/ School _____ Date of Joining _____

Whether registered for final year of the Programme _____

(Refer guidelines (ii and iii) of the consolidated CTA guidelines/rules about eligibility criteria)

Email _____Mobile No._____

B. CONFERENCE AND PAPER/ PUBLICATION DETAILS:

Conference Name _____

Conference Dates(s) _____Conference Venue_____

List of authors (in the same sequence) _____

Title of Paper:_____

Conference Website_____

Mention name of the professional society organizing the Conference_____

Indicate whether the Conference is Indexed or not: Yes ☐ No ☐

C. FINANCIAL SUPPORT DETAILS (IN RUPEES):

Estimated expenditure for the proposed conference travel (Please refer clause xi and xii of CTA guidelines/rules for entitlements)

Expenditure For	Estimated Amount (In Rupees)
Airfare	
Registration Fee	
Hotel	
Local Travel, Food etc.	
Visa, Insurance etc.	
Total	

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D. UNDERTAKING:

1. Certified that the information given above by me is true in all respects. I would request for reimbursement from this grant only for those expenditure not covered from other grants.
2. The conference is of a peer-reviewed repute and will be useful for my professional growth.

Signature of the student_____ Date_____

(The documents required to be enclosed: 1. Accepted paper/abstract 2. Acceptance letter 3. Invitation letter 4. Peer review comments 5. Plagiarism report of the manuscript from the research work.)

E. FACULTY MENTOR/SUPERVISOR'S RECOMMENDATIONS/ REMARKS

1. I endorse the undertaking given above by the student.
2. I certify that the conference is of repute.
3. Comments on the reputation of the conference: _____

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Signature of the Faculty Mentor/Supervisor(s)_____

Name of the Faculty Mentor/Supervisor(s)_____Date_____

F. RECOMMENDATIONS /REMARKS OF ACADEMIC UNIT (Deptt./Centre/School)

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Signature of the Head of Academic Unit_____Date_____

G. RECOMMENDATIONS /REMARKS OF CTA COMMITTEE

_____

_____

Signature of the Chairperson of Committee_____Date_____

Academic Section

Remarks of dealing Assistant, if any, with signature	
DAO/AAO's signature	
Deputy/ Assistant Registrar/ Senior Consultant (Academics)'s signature	

Dean, Academic's Approval

Dean/ Associate Dean, Academic's Recommendations & Signature	Approved/Not Approved	Remarks