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Directorate of Students' Welfare
Guru Gobind Singh Indraprastha University
(A State University established by the Government of NCT of Delhi)
Sector 16-C, Dwarka, New Delhi 110078 www.ipu.ac.in



F. No. GGSIPU/DSW/23/2024-25/ 418

Dated: 15.10.2024

GUIDELINES FOR SRIJAN TRAVEL GRANT

The Directorate of Students' Welfare, GGSIP University has constituted the following 14 Clubs in various areas of human endeavour and is operating under the banner of SRIJAN in the University, which aims to provide the university students a platform to explore and unravel their creativity through various cultural and visual art forms and activities:

1. Music Club
2. Dance Club
3. Photography / Film Club
4. Literary Club
5. Dramatics Club
6. Fine Arts Club
7. Nature Club
8. Constitutional Club
9. Gender Champion Club
10. Corporate Social Responsibility club
11. Science Club
12. Ek Bharat, Shreshtha Bharat, Viksit Bharat Club
13. Heritage Club
14. Publication club

The scheme is for providing financial assistance to the Students Member(s) and Club Coordinator(s) of different clubs under Srijan for participation in the cultural events/competitions organized by reputed Universities/Organizations from time to time.

ELIGIBILITY:

The Scheme is available only for the Student Member(s) and Club Coordinator(s) of the above clubs under Srijan for participation in the Cultural Activities/Competitions, organized at the Zonal, State, National and International (conducted within India) level.

Student Member(s) and Club Coordinator(s) are entitled for the following allowances:

TRAVELLING EXPENSES AND MODE OF TRAVEL:

If cultural activity/competition is held in Delhi and NCR, the whole journey shall be performed by bus/taxi whichever is required and the booking shall be made through General Administration Branch.

If cultural activity/competition is outside Delhi and NCR, the students and club coordinators are entitled for 100% to & fro travel charges. The students are allowed to travel within India by train in III AC/AC Chair Car or buses in the equivalent class. The Club Coordinator should plan and travel by the shortest route.

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PER DIEM ALLOWANCE:

Per Diem Allowance for the number of days of the Cultural activities/competitions as well as for one day prior to and one day after the activities shall be admissible within the prescribed limits as under:

i) **Within Delhi/NCR**

- On production of original bills the maximum limit of reimbursement is as under:

Food Bill per day
Rs. 500/-

ii) **Within India other than Delhi/NCR:**

- On production of original bills the maximum limit of reimbursement is as under:

Hotel Accommodations per day	Food Bill per day
Rs. 450/-	Rs. 500/-

REGISTRATION FEE:

The actual registration fee will be reimbursed to the students.

REQUIREMENTS FOR APPLYING:

1. The list of students along with their full details like enrolment number, parents' name and contact number, complete address, mobile number, email id etc.
2. Undertaking by the parents.
3. Detailed budget of the proposed cultural tour including local travel, if any.
4. Detailed day wise itinerary.
5. Details of Transport.

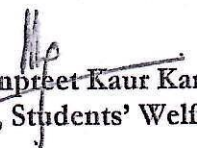
GUIDELINES:

1. The cultural activity/competition may be proposed by the Club Coordinator of the respective Clubs under Srijan to DSW.
2. The proposal should reach to the Directorate of Students' Welfare at least 3 weeks before the commencement of the tour.
3. Proposal along with budget requirement (full justification of travel and complete itinerary) should be submitted in advance.
4. The travel may preferably be conducted during the vacation/holidays or without affecting the classes.
5. Details of the Universities/Organizations proposed to be visited should be indicated in the proposal.
6. The Club Coordinator(s) accompanying the students shall be entitled for TA/DA as per University norms.
7. Written consent of the parent is essential for all students who are participating in the cultural competition.
8. The students will not be compensated for any recreational activity.
9. The distance, date of travel, mode of travel, boarding and lodging details etc. should be clearly indicated in the programme.

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10. The list of student participants along with their full details like enrolment number, parents' name and contact number, complete address, mobile number, email id etc. must be submitted.

GUIDELINES FOR CLUB COORDINATORS

1. Club Coordinator(s) must accompany the students in the same mode of transport as per their entitlement.
2. Club Coordinator(s) must stay at the same premises where students shall stay during the entire duration.
3. Club Coordinator(s) should submit an itinerary of the trip duly approved by the Competent Authority in advance.
4. If girl students are participating in the Cultural Event/competition, at least one female Club Coordinator should accompany the student.


(Prof. Manpreet Kaur Kang)
Director, Students' Welfare

Copy to:

1. All Deans/Directors, USS/Centres, GGSIPU.
2. Controller of Finance, GGSIPU.
3. Head, UITS with a request to upload the same on the University website.
4. All Club Coordinators under Srijan, GGSIPU
5. AR to Vice Chancellor for kind information of the Hon'ble Vice Chancellor.
6. AR to Registrar for kind information of the Registrar.
7. Guard File.


(Surinder Singh)
Section Officer, SW