



GARP Consolidated Guidelines

IISc provides financial support to Research Students from the GARP fund to participate in International or National conferences, symposia, workshops, etc. The details/guidelines of the financial support under GARP funds are given below:

- (a) Financial support under the GARP funds is limited to a maximum of ₹ 2,00,000/- during the entire period of studentship, and the minimum claim admissible is ₹. 5,000/-
- (b) This amount can be utilised for up to three instances (including domestic and international).
- (c) Absence during the period will be treated as on study with scholarship.
- (d) The student should have completed the comprehensive examination at the time of applying for financial support.
- (e) Full-time PhD Research students within six years, Int. Ph D students within eight years and M Tech (Research) students within 2.5 years of studentship are eligible for financial support under the GARP funds.
- (f) As an exception, M Tech (Res) students can utilise the GARP fund after 2.5 years if they submitted the thesis within the stipulated period of 2.5 years and the abstract/paper for the conference was accepted before the period of 2.5 years. (g) Students who have submitted their thesis can avail the funds up to the date of oral examination, however, within their studentship period.
- (h) The students whose registration for research is cancelled after six years in the case of PhD, eight years in the case of Int. PhD and 2.5 years in the case of M Tech (Research) are not eligible for financial support.
- (i) Students who receive fellowships from external agencies will be eligible to receive enhanced GARP support (₹. 2,00,000/- plus ₹. 2,00,000/-) to attend conferences.
- (j) Students applying for carrying out research work, collaborative work, international school, summer school, internship programme, technical programme, and data collection are not eligible for financial assistance under the GARP fund.
- (k) The student will be eligible to avail 90% of the sanctioned amount as an advance with an undertaking that the advance taken by the student will be settled within the prescribed timeline (30 days from the return journey), else the same will be recoverable in five equal instalments from their scholarship.
- (l) No post facto request for approval of GARP financial support shall be considered.



Procedure for requesting financial support under GARP fund.

Step 1 Apply for leave on SAP.

Students have to apply for leave (invitation letter/registration documents comprising conference dates should be attached) on SLcM (SAP).

Step 2 Approval letter and NOC for the purpose.

For the processing of the approval letter and NOC for the purpose, the following documents must be submitted to the Academic Section through the [AdSer Portal](http://adser.iisc.ac.in). <adser.iisc.ac.in>

- 1) GARP Application Form ([PDF](#))
Fill out the GARP application form and get it signed by the Research Supervisor and the Chair of the Department. If you are getting any financial support from other agencies, please mention the details in the form.
- 2) Invitation letter (with date & place)
- 3) Abstract Title (if any)
- 4) Registration details
- 5) Undertaking Form ([PDF](#)) ([Docx](#)) (No need If you are getting any financial support from other agencies.)
- 6) An estimate of the travel expense details is required in the form of a pre-payment screenshot. (Wherever air travel is involved while using the Government of India funds like GARP, the travel tickets should be booked from one of the three following authorized agencies only) [Circular](#).
 - a) M/s Balmer Lawrie & Company Limited (BLCL)
 - b) M/s Ashok Travels & Tours (ATT)
 - c) Indian Railway Catering and Tourism Corporation Limited (IRCTC)

Step 3 Request for Advance.

After getting approval, the following documents must be submitted to the Finance section for the Advance (if needed).

- 1) Academic Approval/Sanction Letter towards GARP Fund.
- 2) Proforma to be furnished by students while applying for travel advance under GARP ([PDF](#)) ([Docx](#))
- 3) Letter through the Chairman & Research Supervisor (seal & signature) addressing to the Financial Controller, IISc, requesting for 90% of advance under GARP funds.
- 4) Conference Invitation Letter.
- 5) Registration fee Invoice
- 6) Estimation of Airfare (through the Authorized agency for only Government funds)
- 7) Estimation of Accommodation.
- 8) Daily Allowance is applicable for No. of conference days + 2days extra (1day before & after). (Through agency for government funds). (If you are not claiming DA, Please mention the reason for the same.)



Step 4 Submission of claim to Finance and Accounts (Settlement in case of Advance)

The student must settle the sanctioned GARP amount within thirty (30) days of the return journey, along with the following documents.

- 1) TA bill. ([Pdf](#)) ([xlsx](#))
Fill out the TA bill and get it signed by the Research Supervisor and the Chair of the Department.
- 2) Bank account Statement, Statement of expenditure, bills/vouchers, Boarding pass of following (if required)
 - a. Air Ticket (if any)
 - b. Train Ticket (if any)
 - c. Cab Fare (If any)
 - d. Accommodation (If any)
 - e. Registration for the conference.
And all other expenses.
- 3) If you are not claiming DA, please mention the reason for the same.

If You have any questions, please get in touch with the ECE office.

Download all the forms here.

<https://ece.iisc.ac.in/forms-for-faculty-and-students/>

