

**OFFICE OF DEAN OF RESOURCES AND ALUMNI AFFAIRS
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

Revised Guidelines for Partial Support to Present Papers in Good International Conferences/Workshops/Symposia

Objective:

1. To encourage IIT Roorkee students to submit papers at good International conferences.
2. To enhance the visibility of IIT Roorkee at international forums.
3. To promote quality research by providing opportunities to deserving students to interact with experts.

Guidelines:

1. It will be given to following students of the institute for presenting a paper in a good international conference provided the paper is based on work done at IIT Roorkee.
 - 1.1 PhD Scholar of 2nd, 3rd, 4th and 5th Year only. (**Applications of PhD students will be considered beyond fifth year, provided their conference dates fall on or before December 31, 2024. No additional time extensions will be granted under any circumstances**)
 - 1.2 PG Students (MTech, Integrated M.Tech. (IMT), Integrated M.Sc. (IMS), MArch, MSc, MURP, MBA, MIM, MDes) final year only.
 - 1.3 UG Students (BTech, BArch) 3rd and 4th year only.
2. Travel support will be available only once during each of his/her academic programs at IITR.
3. Since support is provided for only good conferences, the following conditions must be satisfied. (It will be the sole responsibility of the candidate to give evidence as per the following points):
 - 3.1 The conference should be organized by a reputed professional society/ organization/ institution.
 - 3.2 The title of the conference should not be generic; it must reflect a specialization within a broad discipline.
 - 3.3 All the full papers proceedings only (Not paid proceedings and Not PPT presentations) of the conference should be available online for at least its last five editions.
 - 3.4 The GIC Scheme funding will be provided to the students having minimum two SCI journal papers, out of which one should be in the Q1/Q2 journal published.**
 - 3.5 These rules will supersede all previous notification in this regard.
 - 3.6 No earlier recommended conferences references will be entertained for future recommendations once this notification is issued.
4. The student should submit the conference signed application to DORA Office 30 days before the date of the conference.
5. The funding would be available only for meeting the gap between the total expenditure and the total funds available from other sources such as the conference itself, other funding agencies etc.
6. If there are two or more student co-authors who seek financial assistance for the same paper, the available assistance will be given to the first author only.
7. The funding would be available only for Air Travel, Travel Insurance, Visa Charges, Accommodation, and Registration Fees.
8. The present funding may be utilized after exhausting the funds from all other resources.
9. The funding will be reimbursed only on the production of proof of publication of full paper (NOT abstract).
10. Prior approval of funds is required before proceeding for the conference. i.e. No Post facto approval will be given after the date of the conference.
11. If any candidate found to have furnished incorrect / misleading information at any stage, his/her candidature will be cancelled and no reimbursement will be made. The candidate will also be debarred for next three years for availing support under this scheme.
12. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of funding letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the applicants.
13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
14. The institute reserves the withdrawal right of this scheme at any time without any prior intimation.
15. The following committee will meet once every month to consider all applications received and make its recommendations to the Director:
 - a) DORA Convener
 - b) DOAA Member
 - c) Dean, F&P Member
16. Funding Available:
 - a) For conferences in Africa and Asia (excluding Japan): Up to Rs. 50,000/-*
 - b) For conferences in Europe and Japan : Up to Rs. 75,000/-*
 - c) For conferences elsewhere : Up to Rs. 1,00,000/-*

* Note: During an academic program, the total support available to a student from all the funding schemes of the institute put together would not exceed Rs. 1.5 lakhs.

17. The following documents are to be attached along with the Application Form:

- a) Letter of invitation from the organizer
- b) Acceptance letter of paper
- c) Full research paper (word file)
- d) Application form duly recommended by Supervisor & Head of the Department/Centre.
- e) The technical program of the conference along with the necessary documents that satisfy the conditions/criteria of good conferences.

18. Process after Financial Support is approved:

- a) A student can apply to Finance & Accounts (F & A) for 50% advance of the financial support available.
- b) After the journey, the claim form and TA form can be collected from the DORA website.
- c) The student has to submit a report regarding his attendance at the conference along with the photographs and email address of at least two institutions/ organizations with whom he would like IITR to have further discussion for research collaborations.
- d) The completed claim forms need to be submitted to the F & A along with the following documents:
 - i) The student availing the respective travel grant, soon after attending/returning from the conference should submit "a thank you letter" for the funding sources as mentioned against their approval, to the DORA office at e-mail id: dora.office@iitr.ac.in. Without this the fund reimbursement will not be done.
 - ii) The original tickets, boarding passes etc.
 - iii) Certificate from the conference organizers that the student presented the paper during the conference.
 - iv) In the paper and presentation, the student should acknowledge the financial support provided by IIT Roorkee.
 - v) If you receive any award/prize/appreciation certificate on the paper presentation, please submit a copy of the same.
 - vi) A statement giving particulars of amounts received from other sources, and amount spent under various heads, e.g., Travel, Visa fees and Registration fees along with receipts.

Contact:

Prof. R.D. Garg

Dean of Resources & Alumni Affairs (DORA)

DORA Office Phone: 01332-28-5840

E-mail: dora.office@iitr.ac.in