

Office of the Dean (Research & Development)

Students Travel Grant Support for presenting papers in Conference/Seminar

Ref. No. ....

Date:.....

Applicant's Name : Mr./Ms.

Class & Year/Semester:

Admission Year:

Department/School :

e-mail:

Registration/Enrolment No.

Mob.:

Type of Conference/Seminar/Workshop/Symposium : ☐ National ☐ International

Name of Conference :

Place of Conference :

Name of City & Country :( ) ☐ India ☐ Asian ☐ Other than Asia

Dates of Conference :

Accepted Paper Title :

Type of Presentation accepted : ☐ Paper/Abstract ☐ Poster ☐ Oral

Details of fund required for attending conf./sem. etc. (estimated):

1.	Registration Fee	₹
2.	Travel	₹
3.	Accommodation	₹
	<b>Total</b>	₹

Details of Previous Financial Support Availed : ☐ YES ☐ NO (if YES give following details)

	Date of Conference	Place of Conference	Amount Sanctioned
1st			₹
2nd			₹
3rd			₹
4th			₹

It is hereby certified that the information given above are correct.

Please attach copy:

- ☐ Copy of Acceptance letter  
☐ Copy of the Accepted Abstract  
☐ Copy of Conference Brochure

(Signature of Student)

Forwarded & Recommended

Forwarded & Recommended with  
Grade of Conference ☐ A ☐ B ☐ C

Supervisor  
(Name & Signature)

Head of Deptt./Coordinator of School\*  
(Signature & Seal)

\*Please also sanction the matching grant as format given backside.

For Office Use

Approved

Dealing Asstt.

JS/SO (R&D Admin.)

Asstt. Registrar (R&D Admin.)

Dean (R&D)

NOTE:

- This form must be submitted minimum 15 days before proceeding for presentation of the research paper in Conference/Seminar/Workshop/Symposium.
- Incomplete form will not be entertained under any circumstances.
- Form must be routed through the Department/School Office.

P.T.O.

**For use of the Deptt./School only**

Ref. No.

Dated:.....

To,  
The Dean (R&D)  
IIT(BHU).

**Subject: Reg. sanction of matching grant under STGS**

Dear Sir/Madam,

This is to inform that ₹.....(Rupees.....) has been sanctioned as **matching grant** out of..... to aforementioned student for attending aforementioned conference.

Dealing Assistant/Junior Superintendant

Head/Coordinator  
Signature with seal

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**For use of Office of the Dean (R&D) only**

Ref. No. IIT(BHU)/R&D/STGS/ /20.....-...../

Dated:.....

**To,**  
**The Head/Coordinator**  
Deptt./School of.....

Subject: Regarding Financial Assistant under STGS

Dear Sir/Madam,

This is to inform that ₹.....(Rupees.....) has been sanctioned out of **'Plan-OH-31 (recurring) – Student Travel Support Grant (STGS)'** as details is mention below:

Name of Student : .....  
Class : .....Year.....Sem.....  
Name of Conference : .....  
Place of Conference : .....Date of Conference:.....

Dealing Assistant

Junior Superintendant

Assistant Registrar (R&D Admin.)

**Note:** In case of Foreign Conference (outside India) this is a partial financial support to meet actual expenditure and kindly instruct the aforementioned student that he should immediately explore other external funding agencies, like, DST/DBT/INSA/ CSIR/MHRD etc. for the additional financial support required for this purpose.

No. IIT (BHU)/R&D/STGS/ /20.....-...../ /L

Dated:

Copy forwarded to the following for information and necessary action:

1. The Assistant Registrar (R&D Accounts), IIT(BHU).
2. The Assistant Registrar, Trade Bill, IIT(BHU).
3. Mr/Ms.....Deptt./School of ....., IIT(BHU).

**Assistant Registrar (R&D Admin.)**