

SRM UNIVERSITY – AP, ANDHRA PRADESH

SRMAP / Reg. Off / Policies / 17 / 2023–24

16th November 2023

FINANCIAL ASSISTANCE POLICY of SRM UNIVERSITY – AP **to UNDERGRADUATE & POSTGRADUATE STUDENTS for** **ATTENDING** **CONFERENCES/WORKSHOPS/COMPETITIONS**

The objective of this policy is to delineate the guidelines and procedures for the provision of financial assistance to full time undergraduate (UG) and postgraduate (PG) students. This support is intended to enable students to participate in conferences, workshops, technical competitions organised by esteemed technical bodies or premier institutions conducted within/outside the country. The policy envisage that the students of exceptional academic promise receive full/partial financial assistance from SRM University, AP to incentivize their active involvement in research work and participation in the university identified national/international conferences, workshops, symposium and technical competitions. Accordingly, a provision for funds shall be made in the annual budget of the university. The fund disbursement will be merit-driven and as per the following university guidelines:

1. Eligibility Criteria

- 1.1) Financial support will be extended to full-time UG and PG students currently enrolled in academic programs at SRM AP University.
- 1.2) Student must have a good academic record. A UG student must have a minimum CGPA of 8.00 (without any backlog) at time of application,
OR
Must have a minimum CGPA of 7.00 (without any backlog) and published one Scopus indexed journal as an outcome of research carried at SRM University, AP or have won at least one inter collegiate competitions.
- 1.3) Priority shall be given to students in their pre-final and final academic years.
- 1.4) The grant shall be provided only once to the eligible student during the entirety of their academic tenure at SRM AP University.
- 1.5) Participation in highly acclaimed national and international conferences/workshops/symposium/competitive events organised by esteem professional societies or premier institutions will be considered for providing financial support. The list of reputed conferences and events shall be provided by the schools of SRM university, AP.
- 1.6) If the student is participating as a member of team, then financial assistance shall be considered for the whole team and not on individual basis.
- 1.7) Students with a history of disciplinary actions shall not be eligible for consideration under this policy.



2. **Financial Assistance:** Financial assistance for expenses (registration + travel + lodging + food etc), shall be governed by the following criteria.

- 2.1) **Category A:** Maximum INR 25,000/- shall be provided for a student to support his/her participation in national and international conferences/workshops/symposium/competitive events held within India.
- 2.2) **Category B:** Maximum INR 1,00,000/- shall be provided for a student to support his/her participation in international conferences/workshops/ symposium/competitive events held outside India.
- 2.3) **Category C:** Maximum INR 1,00,000/- shall be provided for a team to facilitate their participation in nationally and internationally renowned technical competitions of high standing held in India.
- 2.4) **Category D:** Maximum INR 3,00,000/- shall be provided for team to facilitate their participation in internationally renowned technical competitions of high standing held outside India.

3. **Committee for Approval:** A committee, structured as delineated below, will initiate the process of inviting applications for financial support at the commencement of each academic semester. These applications shall be channelled through the respective HOD of the academic programs and the Dean of the School.

Constitution of the Committee:

- Dean Research - Chairperson
- Prof in Charge Student Affairs, Convenor
- One faculty nominee of Dean from each school, Member
- Deputy Dean Academic Affairs, Member
- Nominee of Chief Finance and Accounts Officer, Member

4. **Procedure for Application**

4.1) **For Presenting Research Papers:**

- 4.1.1) An application from the student(s) must be submitted with evidence in support of acceptance of paper for presentation in conference. (**Annexure-1: Application Form**)
- 4.1.2) The application should normally be submitted immediately after acceptance of paper. In any case, the application(s) for financial support should be submitted at least 8 weeks prior to commencement of conference. The application must be recommended by research supervisor in case of research papers produced from the departments and research projects, and faculty advisor in the case of papers produced from club/technical society activities. In both the cases, the applications should be routed through respective HOD and the Dean of School.
- 4.1.3) The papers must be based on the original work carried out in SRMAP under the guidance of faculty.

4.2) **For participation in National & International Technical Competitions:**

- 4.2.1) Student(s) must submit a detailed proposal along with the costing to justify the financial support required.
- 4.2.2) The application should normally be submitted by the student(s) at least 8 weeks prior to commencement of technical national & international level competitions. The



application must be recommended by Faculty Advisor of the club/society, duly forwarded by the respective HOD and the Dean of School.

5. Release of Funds:

5.1) Presentation of Research Papers:

- 5.1.1) The expenditure incurred shall be reimbursed to the students as per university norms.
- 5.1.2) The advance may be drawn by the respective Research Supervisor as per university rules.
- 5.1.3) The reimbursement will be made subject to the following:
 - a) Submission of one-page summary of the paper presented.
 - b) Submission of a poster of presentation for the display at prominent places in the campus
 - c) Presentation of the work to the faculty and students of the concerned programme.
 - d) A financial statement giving details of amount received from various funding agencies and amount spent on various heads like travel, visa fee, and registration fee etc.
 - e) A statement of accounts with all bills/vouchers for reimbursement of expenses.

5.2) Participation in any National & International level technical competitions:

- 5.2.1) The expenditure incurred shall be reimbursed to the students as per university norms.
- 5.2.2) The advance may be drawn by the respective Faculty Advisor as per university rules.
- 5.2.3) The students will follow the university procedures for procurement of the required items/services, if required.
- 5.2.4) The reimbursement will be made subject to the following:
 - a) A report of the event along with photos, duly dated and geotagged will be submitted.
 - b) The project/product will be displayed at the designated place in the campus and will be made available for demonstration in various university functions.
 - c) A financial statement giving details of amount received from various funding agencies and amount spent on various heads like travel, visa fee, and registration fee etc.
 - d) A statement of accounts with all bills/vouchers for reimbursement of expenses.



Registrar
Dr. R. PREMKUMAR
REGISTRAR
SRM UNIVERSITY - AP
Andhra Pradesh - 522240

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Registrar
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Annexure - 1: Application Form

Student Details:

Name of Student:	
Registration No:	
Program:	School:
CGPA:	Any Backlog: Yes <input type="checkbox"/> No <input type="checkbox"/>

Published Research Work in Journal/Conference: Yes ☐ No ☐

Provide Details (if yes)

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Won Inter Collegiate Competition: Yes ☐ No ☐

Provide Details (if yes)

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Availed Any Financial Support from SRM University AP Yes ☐ No ☐

Provide Details (if yes)

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Undergone Any Disciplinary Action Yes ☐ No ☐

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Registrar

SRM UNIVERSITY AP
Andhra Pradesh-522 240.

Title of the Event	
Nature of the Event	
Date (From date - to date)	
Duration	
Host Organization	
Location	
Subject Area	
Attach Event flyer / Brochure	Yes <input type="checkbox"/> No <input type="checkbox"/>
Expected Outcomes	

Participation: Individual ☐ Team ☐

Provide Team Member Details (if team participation)

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Outline of Event:

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Registrar

Describe your role at the event noting whether you will be presenting a paper or undertaking some other role. Please state if you're not presenting a paper and make a clear case as to why it is nevertheless important for you to attend the conference.

Supporting Statement:

Funding Request:

Amount of funding requested:

Research Supervisor/Faculty Mentor's Approval:

Comments:

Signature:

Date:

Comments:	
Signature:	Date:

Dean of School's Approval:

Comments:	
Signature:	Date:

Registrar