INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

APPLICATION FOR GRANT OF FINANCIAL ASSISTANCE FOR ATTENDING NATIONAL /INTERNATIONAL CONFERENCE/SEMINAR ETC. IN INDIA BY STUDENTS/RESEARCH SCHOLARS ORGANISED BY INSTITUTE OF REPUTE

(Note application may not be considered if it is incomplete or does not have required enclosures)

1. Name of Student_____ Enrolment No._____

2. Class/ Degree (Part time/Regular) Year…………......... Deptt./Center………………………..
   Room No.............. Bhawan............................ Mobile....................Email……………………

3. Particulars of Conference (Enclose announcement/brochure/details of Conference)

(a) Name and date of the Conference...
(b) Place & name of Country...
(c) Dates & duration of Proposed visit..

4. Status of participation: Paper accepted for: Oral presentation/ In poster session (Please enclose a copy of letter of accepted in the Conference)

5. Please write the title of paper accepted in the Conference/ Seminar

   _____

6. Has any other co-author of this paper applied for funding from the Institute? (if yes, give details) _____

7. Have you applied for and/or received financial assistance for attending this conference from any source, if yes, please give details_____

8. Conference/Seminar attended in India/abroad within last 3 years, if any (Give details of visits)

S.No.	Name of the Conference	Purpose	Date & place of the conference	Funding Agency
(i)				
(ii)				

9. Estimated Financial expenditure

(i) Air/ Train /Bus fare.. (ii) Registration fee...

Total amount of financial assistance requested Rs...

Date........................   Signature of Applicant
_____

Recommendations of Head of the Department

1. The case is recommended by the department for the sanction of Rs……………………. for

financial assistance.

Date……………………   Head of Deptt. /Centre

Recommended by Award Committee and Approved by the Director.

Dean Alumni Affairs

(Please see the Guidelines overleaf)

GUIDELINES FOR TRAVEL GRANTS TO STUDENTS

The office of Dean Alumni Affairs & International Relations invites applications on prescribed form, for providing partial travel support, from UG, PG and Ph. D. students who wish to present their research paper in a Conference in India. The applications are considered normally once in a month, by a committee of the following:

1   Dean Finance & Planning
2   Dean Academic Studies
3   Dean of Students Welfare
4   Dean Alumni Affairs

The recommendations of the Committee are sent to Director for his consideration and approval.

In this regard following points may please be noted:

1. A travel grant for a maximum of Rs. 10,000/-will be given to a student once in two years for attending national/international conference in India. The claim/ reimbursement will be paid on actual basis, within the above limit.
2. A copy of full paper alongwith turnitin report from Library is necessary to be attached along with the application form.
3. For all technical papers, the index on turnitin i.e. overall similarity index should not exceed 15%.
4. A copy of (a) the acceptance letter from Conference Organizers and (b) the research paper, are to be submitted alongwith the application. The application form can be downloaded from Alumni Portal on IITR website.
5. Travel in India should be performed by Train/Bus. For traveling by Air in India; prior permission will be taken giving justification for travel by Air.
6. The Air India flight will only be permissible for traveling by Air in India. For traveling by any other Airlines, full justification is required to be given while seeking permission.
7. Original traveling documents (tickets etc.) are required to be submitted alongwith the TA Bill.
8. Original Boarding Passes are to be attached alongwith the Air Ticket.
9. Only main traveling charges are payable. Expenditure incurred on local journey is not allowed.
10. Expenditure incurred on accommodation, stationary and poster printing etc are not allowed.
11. Please submit the form 30 days before the date of conference.
12. A brief Report of about 500 words, consisting of main features of the Conference, is to be submitted alongwith the Claim duly signed by the participant and countersigned by the Supervisor of the student.