INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

APPLICATION FORM FOR AWARD OF PARTIAL FUNDING TO ATTEND CONFERENCE ABROAD

(Note: Incomplete applications will not be considered)

1. Name of Student & Enrolment No._____

    Date of joining the course at IITR _____ Area of Research _____

2. Class/ Degree (Part time/Regular) …………Year (course)........... Deptt./Center ....

    Room No................. Bhawan....................................... Mobile................................Email................................

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

    (a)   Conference Title...

    (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 acceptance in the Event)

5. How this conference will be relevant to your research……………………………………………………...
    ………..

6. Title of paper (with author's name) …………………………………………………………………………..
    ………..

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

8.   Total numbers of papers published till the date of application: Conference ____ Journal ____ Others____
    (Please attach a list)

9. Have you applied for and/or received financial assistance for attending this Event from any source, if yes,
    please give details …..…………………………………………………………………………………………

10. Conferences/Seminars/Workshops/Training Programme attended in India/abroad with in last 3 years, if any
    (Give details of visits)

S.No.	Name of the Event	Purpose	Date & place of Event	Funding agency
(i)				
(ii)				
(iii)				

11. Estimated Financial expenditure
    (i) Air fare....................................... (ii) Registration fee.................................. (iii) Others ………………....

    Total amount of financial assistance requested Rs...

12.   I declare that the information furnished above is correct.

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

Recommendations of Head of the Department

1. The case is recommended by the Department   **Recommendation with justification**

    for the sanction of Rs………………………...
    for financial assistance.

    Date…………   Head of Deptt. /Centre   Supervisor

Ref. No._____

Dean Alumni Affairs Office
    (i) Application received on _____

(ii) Meeting held on _____

(iii) Decision _____

Dean Alumni Affairs

GUIDELINES FOR TRAVEL GRANT TO STUDENTS

(a) The foreign travel grant will be considered for participation in only those conferences which are highly rated (A/B/C categories). The funding will normally be provided to only A/B categories of the Conferences. The A/B/C categories have to be specified as per its various disciplines.

(b) The travel grant will be given to all Regular UG/PG/Ph.D. students once in the entire duration of the programme of their study at IITR. The claim/reimbursement will be paid on actual basis within the specified limit.

(c) Students in their first year study in particular course shall not be considered for these grants.

(d) Sponsored candidate shall not be eligible for this grant.

(e) **A copy of (i) letter of invitation from the organizer conveying (ii) the acceptance letter of paper and (iii) the research paper (iv) Detailed announcement and the technical programmes of the event (please attach photocopy), are to be submitted alongwith the prescribed application form obtainable from the office of Dean Alumni Affairs to avail this grant.**

(f) **A copy of full paper alongwith turnitin report from Library is necessary to be attached along with the application form.**

(g) For all technical papers, the index on turnitin i.e. overall similarity index should not exceed 15%.

(h) The Air India flight will only be permissible for traveling by Air. For traveling by any other Airlines, full justification is required to be given while seeking permission. The journey will have to be performed in economy class only.

(i) **The travelling documents (tickets, boarding passes etc.) will have to be submitted alongwith the TA Bill in original, without which no reimbursement will be made.**

(j) Expenditure incurred on air travel, registration fee, boarding and lodging etc. to the maximum limit of Rs. 50,000/- will only be permissible for reimbursement.

(k) Expenditure incurred on stationery and poster printing etc will not be allowed.

(l) If there are two or more authors of a paper, only presenting student author will be given financial assistance for attending the conference abroad.

(m) The technical papers/Innovative projects submitted for funding consideration out of Students' Career Development Fund should have atleast one faculty member as supervisors/guide.

(n) Declaration be made by the applicants that whether the co-author will be attending the same conference or not.

(o) The application for the travel grant shall be forwarded by supervisor/guide as well as respective Head of the Departments/Centres.

(p) Students are also encouraged to generate funds for other sources. The candidate must apply to some national funding agencies also.

(q) Please submit the form 30 days before the date of conference.

(r) The claim for the reimbursement would be submitted to the office of Dean Alumni Affairs & International Relations which after due recommendation will be sent to Dean (F&P) for payment.

(s) Deadlines:

The meeting of the "Students' Career Development Fund Committee" henceforth will be held bi-monthly for processing the applications.