

# **Indian Institute of Information Technology, Nagpur**

**Department of \_\_\_\_\_**

## **Application for Financial Assistance/reimbursement for Student's events**

**Date:**

**1. Applicant Details:**

Name (Lead): \_\_\_\_\_

Roll No: \_\_\_\_\_

Email ID: \_\_\_\_\_

Contact No. \_\_\_\_\_

**2. Details of Team Members (Name –Roll No – Contact No.):**

Sr. No	Name	Roll No.	Contact No.

**3. Event Details:**

Event Name:

Type: (Conference/Hackathon /Cultural/Sports/Entrepreneurship and Leadership (Attach Brochure):

Organizing Institute: \_\_\_\_\_

Type of Institute (IIT/NIT/IIIT/Institute of Central Universities, IISERs, etc., Institutes of eminence and Private Universities/Institutions):

(NIRF- Overall Ranking): \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Dates: From \_\_\_\_\_ to\_\_\_\_\_

**4. Previous Participation & Achievements (if any): (Attached separate sheet if necessary)**

(Provide details of events previously attended and achievements, if applicable.)

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**5. Received any financial funding previously from IIITN: YES/NO**

Details (If Yes): \_\_\_\_\_

**6. Financial Details (Attach proof):**

(Provide an estimated breakdown of expenses)

<b>Registration Fee:</b> ₹	
<b>Accommodation:</b> ₹	
<b>Food:</b> ₹	
<b>Travel Expenses:</b> ₹	
<b>Total Estimated Cost:</b> ₹	

**7. Justification for Financial Assistance:**

(Why is financial assistance required, and how will this event benefit your academic / research / professional growth?)

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Date:

Signature of Applicant

**Dept. Scrutiny  
Coordinator-CSE**

**Head of Department  
CSE**

**Dept. Scrutiny  
Coordinator -ECE**

**Head of Department  
ECE**

**Chairman, Scrutiny Committee**

**Associate Dean**

**Registrar**

**Approved / Not Approved**

**Director**

**Attachments:**

1. Event Brochure
2. Intimation mail
3. Proof of previous achievements
4. Proof of registration fee receipt, TA, Accommodation details
5. Separate sheet can be attached for additional information if required
6. Approval copy (For reimbursement)
7. Achievement or outcome of the event (For reimbursement)
8. Two sided one-page report in below format (For reimbursement)

Report on [Event Name]

**Event Details:**

Name of the Event:

Date & Venue: [Date, Location]

Organized by: [Organization/Institution Name]

Duration: [Hours/Days]

**Objectives of the Event:****Key Highlights:****Personal Experience & Learning:****Challenges Faced:****Outcomes & Achievements:****Conclusion:**

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**Note:**

- ✓ The application should be limited to a single page, utilizing both sides, with all supporting documents attached as annexures.
- ✓ You should submit the application at least 8 days in advance or as early as possible. Last-minute applications may not be considered by the committee. However, in exceptional cases, the committee may consider upon request.
- ✓ Attendance for the committee evaluation is mandatory. However, in exceptional cases, the committee may consider a re-evaluation upon request.