

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/IIT/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.)

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

Details (If Yes): _____

6. Financial Details (Attach proof):

(Provide an estimated breakdown of expenses)

Registration Fee: ₹	
Accommodation: ₹	
Food: ₹	
Travel Expenses: ₹	
Total Estimated Cost: ₹	

7. Justification for Financial Assistance:

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

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:**

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.