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OFFICE OF ACADEMIC AFFAIRS

F. No. IIITDM/Acad/Fin-Support-Student-Conference/10/22

Date:

**REQUEST FOR FINANCIAL SUPPORT FOR PRESENTING A PAPER IN
A CONFERENCE HELD IN INDIA**

International Conference ☐National Conference ☐Others () ☐**1. DETAILS OF THE STUDENT**

Name of the Student / Scholar	:	
Roll Number	:	
Date of Joining	:	
Programme	:	B Tech/Dual Degree/M Tech/PhD
Department	:	
Category of Admission (for PhD scholars)	:	
Whether coursework and the comprehensive examination are successfully completed	:	Yes/No
CGPA (Attach grade sheet copy) for UG / PG	:	
Count of the Conference	:	First/Second
Guide/Research Supervisor Name	:	

2. DETAILS OF THE PROGRAM TO BE ATTENDED
 (Enclose a copy of the programme brochure)

1.	Name of the Program	
2.	Organizer details	
3.	Venue	
4.	Program Duration : _____ Days. (From _____ to _____)	
5.	Number of paper(s) to be presented	
6.	Form of Presentation	Oral / Poster

3. DETAILS OF PUBLICATIONS

(Enclose a Copy of Full Paper, Acceptance Notification, Reviewers' comments and response)

Title of the paper	:	
Authors and Co-Author(s) (in the order in which it appears on paper)	:	1. 2. 3. 4.
Presentation by	:	Author / Co-authors / Both
If claim is made by the both	:	
Details of CPDA / Institute support being claimed	:	

4. DETAILS OF EXPENDITURE INVOLVED

Registration fee (including GST)	:	
Printing charges for poster	:	
Traveling expenses	:	
Accommodation Charges	:	
Food charges if not covered in registration fee	:	
Details of On Duty leave	:	No of Days: _____ (From _____ to _____)

Signature of the Student/Scholar

Recommendations of the Guide / Faculty Advisor

Recommendations of the HoD

PIC (Res.)

Dean (Acad.)

ELIGIBILITY NORMS FOR GRANTING FINANCIAL SUPPORT FOR PRESENTING PAPERS IN CONFERENCES FOR UG/DD/PG/PH. D STUDENTS/SCHOLARS (As per Senate norms)

Eligibility (UG/DD/PG):

1. UG/DD/PG students must possess a minimum CGPA of 8.0 and above.
2. The paper accepted must be thoroughly reviewed.
3. The event must be organized by a reputed Institute.
4. Student(s) should present the paper in the Conference/Seminar.
5. Only original articles are permitted. No support will be provided for review or survey articles.

Eligibility (PhD):

1. The scholar must have completed coursework and the comprehensive examination.
2. The paper to be presented must be an original research article, reviewed and accepted by the conference organizers.
3. The conference/event must be reputed, and the scholar must present the paper personally.