Form: AA1

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, KANCHEEPURAM

भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एव विनिर्माण संस्थान, कांचीपुरम

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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

International Conference - India ☐　　　International Conference - Abroad ☐

National Conference ☐　　　Workshop / Seminar / Training ☐

Others (_____) ☐

1. DETAILS OF THE STUDENT

Name of the Student / Scholar	:	
Roll Number	;	
Date of Joining	:	
Programme	:	
Department	:	
Category of Admission (for PhD scholars)	:	
CGPA (Attach grade sheet) for UG / PG		
Whether any conference visits made during the calendar year: (If, yes provide the details)	:	

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

Signature of the Student

Recommendations of the Guide / Faculty Advisor   Recommendations of the HoD

PIC (Res.)   Dean (Acad.)

NORMS FOR GRANTING FINANCIAL SUPPORT FOR PRESENTING PAPERS IN CONFERENCES FOR
UG/DD/PG/PH.D STUDENTS/SCHOLARS
(A.4: RES NO.02/2015 – 25th SENATE)

a. Eligibility:
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. Scholar(s) / 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.

b. Assistance:
1. II AC by Train by the shortest route
2. DA @ Rs.200/- per day subject to a maximum of 7 days (Auto fare of Rs.75/- per trip to
a maximum of four trips)
3. Accommodation expenses subject to a maximum of Rs.1000/- per day on submission
of documents will be reimbursed.
4. Registration fees: Actual registration fee subject to a maximum of Rs.3,000/- for a National Conference and
Rs.5,000/- for an international Conference held within India.
5. Maximum number of events permitted in a calendar year is one.