

# INDIAN INSTITUTE OF TECHNOLOGY INDORE

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IITI/Acad/2013-Spring

26<sup>th</sup> February 2013

## Notice

### **Subject- Operational Mechanism for providing financial support to Students attending Conferences.**

The following will be the Operational Mechanism for providing financial support to the students to attend and present their research paper in conferences.

#### **A. Conferences within India:**

##### **Eligibility –**

- I. The student should have completed successfully at least one semester at IIT Indore.

##### **Procedure & Conditions of financial support –**

- I. The expenses would be on reimbursable basis.
- II. The paper presented must be of his/her own, where the Ph.D. student is one of the authors and the work must have been done at IITI.
- III. Prior approval of competent authority is to be obtained before leaving the Institute for attending such Conferences.
- IV. The claim will be settled and reimbursed within the amount sanctioned and production of proof of attending the Conferences and presentation of paper.
- V. Settlement of financial assistance granted by the institute must be submitted to Academic office within 15 days from the date of completion of the conference.
- VI. Application of Students who are in academic probation will not be considered.

#### **B. Conferences outside India:**

##### **Eligibility –**

- I. The student should have successfully completed at least two semesters at IIT Indore.
- II. The student applying for such support must submit proper documentary evidence of approaching the external funding agencies (i.e. ICHR, ICSSR, CSIR, DST, DBT, NBHM, INSA, UGC, etc.) for grant.

##### **Procedure & Conditions of financial support –**

- I. Advance can be drawn for attending such conferences with prior and specific approval of the competent authority. But no second advance will be paid to any student unless the 1<sup>st</sup> advance is settled or settlement claim is submitted by the student.
- II. Settlement of financial assistance granted by the institute must be submitted to Academic office within 30 days from the date of completion of the conference.
- III. Settlement of claim for such kind of advance will also be accepted subject to the condition mentioned at sl. no. II, III & IV, mentioned at (A) above.
- IV. Application of Students who are in academic probation will not be considered.

V. Sanction of fund would be considered in the following order,

- (i) Registration Fee
- (ii) Travel
- (iii) Visa fee
- (iv) Poster printing
- (v) Accommodation
- (vi) Food

**C. General Terms & Conditions of financial support –**

- I. All the claim of advances or settlement/ reimbursement of bills related to such conferences must be routed through academic office, which will be in turn sent to Accounts office for settlement / payment.
- II. Financial support will be provided to attend and present research one paper in conference, per semester only, subject to the ceiling fixed by BoG. (Copy of the BoG decision is attached for reference.)

  
Dy. Registrar, Academic Affairs

To,  
All Students

  
26/02/13

Copy to:

1. PS to Director
2. DORD , All Heads
3. All Faculty
4. All Admin
5. PS to Registrar
6. Dy. Registrar, Finance & Accounts