

Annexure-I
APPLICATION FORM FOR GRANT OF FINANCIAL SUPPORT AND ADVANCE TO THE STUDENTS FOR PARTICIPATION IN CONFERENCE IN INDIA/ ABROAD

1. NAME OF THE STUDENT _____ 2. ROLL NO. _____
3. PROGRAMME _____ 4. DEPARTMENT _____
5. No. OF SEMESTERS COMPLETED _____ 6. CPI _____ (Attach a copy of the last semester's grade sheet)
7. FELLOWSHIP CATEGORY (for PG/Ph.D. students) _____ 8. Date of Joining _____
9. Conversion of category (if any) with status of converted category & date: _____
10. Date of Registration Seminar. _____
11. Quantum of support of previous travel with dates and name of the conference:
- (a) Fund received for Conference/Workshop/Seminar previously. Amount in Rs:
 - (b) Event Name:
 - (c) Duration:
 - (d) Place:
12. Details about the conference for which the Institute support (from available contingency fund of Rs.....is needed).
- a. Title of the paper to be presented (Attach a copy of letter of acceptance)
 - b. Name of the conference _____
 - c. Dates of Conference from (Attach a copy of leave approval) _____ to _____
 - d. Venue _____
 - e. Name of Organizing agency (give full details) _____
13. The proposed expenditure detail and fund required:
- a. Travel (with details) _____
 - b. Registration Fee _____ (Attach document stating Registration Fee)
 - c. DA (as per actual expenses not exceeding the ceiling per day) _____
 - d. Accommodation (as per actual expenses not exceeding the ceiling per day) _____
 - e. For International Travel (Visa fee, Insurance fee) _____
14. Total amount of support requested _____

I undertake that for visit abroad, I shall travel by Air lines having best and cheapest available fare for the economy class on the date of ticket purchase strictly in accordance with GoI order (GoI, MoF letter No. 19024/03/2021-E.IV dated 16th June, 2022).

(Signature of the Student)

FOR OFFICE USE

Specific recommendation of Thesis Supervisor.

(Signature and Name of the Thesis Supervisor)

Recommended for attending the conference

Head of the Department

Studentship status: IF/Externally funded (PMRF/UGC/Other)

Conversion of category with status & date:

Dealing Asst./Supdt. (Acad)

Dy.Registrar/Asst.Registrar (Acad)

Fund Required:

Contingency Fund Available:

The fund availability status has been checked. An amount of Rs.__(in words) _____
_____only may kindly be sanctioned.

Dealing Asst./Supdt. (Accounts)

Dy.Registrar/Asst.Registrar (F&A)

Dy.Registrar/Asst.Registrar (Acad.)

Recommended/Approved

Dean/Associate Dean, Academic /R&D

Approved (for abroad only)

Director

To,

1. DR/AR (Academic) for issuing office order
 2. DR/AR (F&A) for fund disbursement.
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Settlement of the advance drawn has to be made essentially within 15 days after the event failing which penalty as per prevailing GoI rules would be applicable.



भारतीय प्रौद्योगिकी संस्थान पटना
Indian Institute of Technology Patna

कनपा रोड, बिहटा, पटना- 801106, बिहार, भारत
Kanpa Road, Bihta, Patna – 801106, Bihar, India

Date:

NO OBJECTION CERTIFICATE

This is to certify that Mr./Ms , Roll. No. is a bonafide Research Scholar of Ph.D. Programme in the Department of at IIT Patna. This Institute has no objection to his/her attending the international Conference, “ ”, at from to

Dean, Academic