

Date:

**Document checklist for Conference application**  
(to be attached on top of the conference application)

<i>Sl.no</i>	<i>Documents</i>	<i>Submitted or not (Yes/No)</i>
1	Event announcement	
2	Abstract	
3	Paper acceptance letter	
4	Required fund estimate	
5	Leave application	
6	NOC for VISA (if applicable)	

**Declaration:** Settlement of advance along with participation certificate within 15 days of reporting back to the campus.

Signature of Student

Signature of Supervisor

Head of the Department

**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

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

Conversion of category with status & date:

Dealing Asst./Supdt. (Acad)

Dy.Registrar/Asst.Registrar (Acad)

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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)

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Dy.Registrar/Asst.Registrar (Acad.)

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Approved

Dean/Associate Dean, Academic /R&D

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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