

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
ACADEMIC SECTION

December 24, 2014

OFFICE ORDER

Revision in travel support to students for participation in National Conferences

Under the head, Support for Technical Activities, the rules governing the financial support to students for participation in national conferences have been revised with effect from 1st January, 2015. The primary changes are that all students are now eligible for support. Earlier, only MTech and PhD students were provided this support. The total amount of support and per-diem allowance is being enhanced.

The details of the revised rates are as under:

All students whose technical paper is accepted in a peer-reviewed national conference are eligible for financial support for participation in the same.

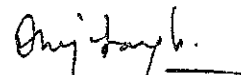
- *For PhD students, the support will be available thrice in their entire stay, and no more than once in any given academic year.*
- *For Two-year Masters degree students (MTech, MBA, MDes, MSc-2 year), the support will be available only once, after they have completed two semesters in the Institute.*
- *For Bachelors degree students (BTech, BS), the support will be available once, after they have completed four semesters in the Institute.*
- *For UG-PG dual degree students, support will be available once in their 3rd/4th year, and once after the 4th year. If they do not avail the support during the 3rd/4th years, they cannot get support twice in the PG part.*
- *Non-degree students will not be eligible for this support.*

The reimbursement will include the registration fee, AC-3T train fare by the shortest route, and a per-diem allowance of Rs. 500 per day. The per-diem allowance can be claimed for the duration of the conference and at most one day prior and one day after the conference, if the student is traveling on those days. There will be no reimbursement of any other expense such as attending tutorials, auto/taxi fare, lodging and boarding charges, poster printing costs, etc.

The Institute support is expected to be partial in many cases, and the student should approach the department and the supervisor for additional funds. If they find alternate funding for lodging and boarding, then per-diem allowance will not be given. Students cannot get both reimbursement for lodging/boarding bills and per-diem allowance.

*The maximum reimbursement amount has been revised from Rs. 8,000 to Rs. 10,000.
No advance will be admissible.*

To apply for the financial support, the student will be required to complete the Conference Travel Support Form. The application duly recommended by the Thesis Supervisor/Project Advisor/Co-author faculty member (any one) and the Head of the Department should be submitted to DOAA office at least one month before the date of the conference. The faculty members should specifically verify that the conference is of high quality and the submitted papers were peer-reviewed. The student should not start travel, unless the application has been approved by the competent authority. Subsequent to the participation, the TA bill should be filled up and submitted to the Accounts Office for the reimbursement with all supporting documents. This must be done soon after return, and no later than two weeks after the conference.


(Dheeraj Sanghi)
DOAA

Cc: Director
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