

**Application Form for Grant of Financial Support and Advance to PhD Students for presenting the paper in National/International Conferences**

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. Date of Passing the Comprehensive Examination \_\_\_\_\_ 8. Date of SOTA Seminar \_\_\_\_\_

**9. Details of the Conference for which the Institute's support is requested:**

- a. Title of the paper to be presented (Attach a copy of the Letter of Acceptance):  
\_\_\_\_\_
- b. Authorship Details \_\_\_\_\_
- c. Name of the Conference \_\_\_\_\_
- d. Date(s) of Conference: From \_\_\_\_\_ To \_\_\_\_\_
- e. Date(s) of Travel: From \_\_\_\_\_ To \_\_\_\_\_
- f. Venue: \_\_\_\_\_
- g. Name of the organizing Institute (give full details) \_\_\_\_\_

**10. Details of the Financial Support requested from the DOAA Office:**

- a. Return Air Fare (Economy Class) \_\_\_\_\_
- b. Registration Fee \_\_\_\_\_
- c. Others \_\_\_\_\_  
(e.g., lodging, local transport, Visa Fee (as per actuals, on submission of original bills of expenses))

**11. \*Details of Financial Support secured from other source(s) (i.e., DORD/DORA/Dept./Any Other Institution):**

- a. Name of Source(s): \_\_\_\_\_
- b. Aided Amount: \_\_\_\_\_
- c. For the purpose of travelling/dwelling/Misc. expenditure: \_\_\_\_\_

\*DORD/DORA/Dept./Any Other Institution (Approval required): .....

**12. Total amount of Financial Support requested from the DOAA Office \_\_\_\_\_**

**13. Whether advance required from DOAA Office, Yes /No \_\_\_\_\_**

(Signature of the Student)

Specific recommendation of Thesis Supervisor:

Signature and Name of the Thesis Supervisor: \_\_\_\_\_

Recommended to attend the conference:

(Convener, DPGC) ..... (Head of the Department)

**(FOR OFFICE USE ONLY)**

The request for Partial Financial Support has been checked. The amount of Rs. \_\_\_\_\_ (in words) \_\_\_\_\_ only) may be approved.

Verified by

Recommended by

Approved

**Dealing Assistant/Suptd.**  
Academic Affairs

**AR/DR/JR**  
Academic Affairs

**Dean/Associate Dean**  
Academic Affairs

*The Approval is being sent to the Finance and Accounts Section to make the payment of 80% of the sanctioned amount as an advance.*

Note: Air ticket for travel should be booked only from the following agencies: a) Balmer Laurie, b) IRCTC, and c) Ashoka Travels as mandated in the following office order: [https://www.iitk.ac.in/doaa/data/OO\\_Financial-Support-for-Participation-in-I-C-Revised.pdf](https://www.iitk.ac.in/doaa/data/OO_Financial-Support-for-Participation-in-I-C-Revised.pdf)

**UNDERTAKING**  
*(FOR ATTENDING NATIONAL/INTERNATIONAL CONFERENCES)*

I undertake that,

1. I.....(Name).....

Roll No.....Programme.....Department.....

have submitted the paper/poster entitled.....

.....

.....

for presentation in (Name of the Conference/seminar).....

.....

which is going to be held between .....and.....

at.....

2. I am an author/ one of the authors of the abovementioned paper/work, and the work has been carried out at IIT Kanpur.

3. I have not received/applied for any financial support to present the above-said paper/ work or any of its equivalent versions at IIT Kanpur.

4. None of the authors, other than me, has taken or will receive financial support for this paper or any of its equivalent versions from IIT Kanpur.

**5. I am aware of the ticket booking rules as mentioned in the office order: DIR/IITK/2022/OO-14 dated February 24, 2022. Tickets should be purchased only through the following travel agencies: a) Balmer Laurie, b) IRCTC, and c) Ashoka Travels.**

Signature of the Student.....

Date:

Place: