

Application Form for Grant of Travel Support and Advance for Presenting the Research Paper in National Conference (Excluding PhD and PMRF Scholars/Students)

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)
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7. 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) Name of the conference _____

(c) Date(s) of Conference: from _____ to _____

(d) Date(s) of Travel: from _____ to _____

(e) Venue _____

(f) Name of Organizing agency (give full details) _____

8. 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))

10. *Details of Financial Support secured from other Office(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):

11. Total amount of Financial Support requested from DOAA Office _____

12. Whether advance required from DOAA Office, Yes / No _____

(Signature of the Student)

Specific recommendation of Thesis Supervisor/Project Mentor:

Signature and Name of the Thesis Supervisor/Project Mentor:

Recommended to attend the conference:

(Convener, DP(U)GC)

(Head of the Department)

(FOR OFFICE USE ONLY)

The Claim has been checked. The amount of Rs. _____ (in words) _____

_____ may kindly be sanctioned.

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

UNDERTAKING
(FOR ATTENDING NATIONAL 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 betweenand.....

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: