F. No. IIIT-A/ODIR/1-167/2015
Date: February 2, 2015

OFFICE ORDER

1. In order to encourage quality research on the part of our postgraduate students, the Institute will continue to provide financial support to PG students for presenting full papers in reputed Conferences / Seminars / Workshops / Meetings, reporting work done at IIIT Allahabad.

2. (a) The following **"STUDENTS TRAVEL SUPPORT COMMITTEE"** is being constituted to consider requests from PG students for support to Conferences / Seminars / Workshops / Meetings participation:

   i)   Director   -   (Chairman)
   ii) Dean (Academic)   -   (Member)
   iii) Dr. Satish Kumar Singh   -   (Member Secretary)

   (b) A student who wishes to avail of the conference travel support scheme, should send his / her request with details to the Member-Secretary of the above Committee after obtaining specific recommendations from the supervisor and from the Head / Coordinator of the concerned Department.

   (c). The term of the present Committee is for one year from the date of issue of this order.

3. The norms for support are as follows :
   [A]. For National Conferences / Seminars / Workshops / Meetings :
   a) The quantum of support will be the actual cost for travel, registration fee, board and lodging, or Rs.10, 000/- (Rupees Ten Thousand only), whichever is less.
   b) An M. Tech / MBA student will be eligible for one such conference travel support, whereas a Ph.D. student will be eligible for two such supports, while being registered students at IIIT Allahabad.

   [B]. For International Conferences / Seminars / Workshops / Meetings :
   A Ph.D. student will also be eligible for a token support of Rs. 30,000/- (Rupees Thirty Thousand only) for presenting a full paper abroad in a reputed Conference / Seminar / Workshop / Meeting. This support can be availed of at most once while being a registered Ph.D. student at IIIT-Allahabad.

(Somenath Biswas)
Director, IIIT Allahabad

CC:
1. All Deans
2. Associate Dean of Student Affairs
3. DR (A), DR (E)
4. Students, Faculty (by E-mail)

Application Format for Financial Assistance for Attending and / or Presenting the Work Done at IIIT Allahabad

Reference Number Issued by Office:

S.N	Items	Particulars / Details
1	Name of the event	
2	Category of the Event (Conference/Workshop/Seminar/ Meeting)	
3	Paper/work Title	
4	Date(s) of the event	
5	Web-address of the event	
6	Event Brochure / Printout (Attached/Not Attached)	
7	Program Schedule (Attached / Not Attached)	
8	Applicant's (Who is also among one of the authors) Details	Name: _____ Class (PhD/MT/IMT/MBA): Reg./En. No:_____ Year of Reg./En.:_____
9	All Authors' Details (Names & Affiliations)	
10	Specific Recommendation by supervisor(s) on the basis of plagiarism report and review comments received	
11	Specific Recommendation by Head / Coordinator of respective Department / Division	
12	Whether applying the first time (if no then give the details of the previous application and its status)	

13	Level of the Event (National/International)	
14	Theme of the Event	
15	Event frequency (Annual/Bi-annual/Not Applicable)	
16	Event Venue (Fixed/Rotating)	
17	Number of Invited Speakers	
18	List of Invited Speakers (Attached/ Not Attached)	
19	Conference Chair(s)	
20	Edition of Event (1st/2nd/other)	
21	Sponsoring Professional Body (ACM / IEEE / Others)	
22	Organizing Institute/University/Venue	
23	Paper Reviewed (Yes/No)	
24	No of Reviewers reviewed the paper	
25	Proceedings to be published by?	
26	Availability of the paper (Online/Hard-copy/Not Applicable)	
27	Registration Fee Details (Attach the original fee payment	Rs.
28	Travel Charges for shortest route (Attach the photocopy of the tickets)	Rs.
29	Lodging & Boarding Charges (Attach the Original payment receipt)	Rs.
30	Total Amount Required/Claimed (27+28+29)	Rs.
31	(Declaration by Candidate) I _____ declare that all the details as given above are true and correct to the best of my knowledge.	

(For Office Only)

Process to be followed by the Students Seeking the Travel Support from IIIT Allahabad

Read the guidelines as issued by Hon'ble director, IIITA through F. No. IIIT-A/OIDR/1-167/2015.

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Take the printout of the desired Proforma from Official format section
http://www.iiita.ac.in/officialformats/

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Complete the same and get it be recommended by the respective Supervisors.

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Submit the same to departmental office for the necessary recommendation by the HOD of respective departments.

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Departmental office will send the dully completed application to member-secretary STSC (Dr. Satish Kumar Singh)

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The application received by Member Secretary will be scrutinized and will be put in the next meeting of STSC for possible consideration.

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The respective supervisor/HOD will receive the decision's copy issued by member secretary STSC.

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Supervisor/HOD may inform the applicants accordingly.

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Applicant may collect the sanction letters form their respective supervisors/HODs.

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After the travel, While claiming for the reimbursement, it must be forwarded by the supervisor and respective HODs.

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Submit the same to the DR(F) for the further processing and reimbursement.

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Disbursement will be done through Cheque / Online transfer.