

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 students) _____
8. Extent of support of previous travel with dates and name of the conference :

9. Details about the conference for which the Institute support to be requested.

(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) _____

10. The details of expenses involved.

(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) _____

11. Total amount of support requested _____

(Signature of the Student)

FOR OFFICE USE

Specific recommendation of Thesis Supervisor.

(Signature and Name of the Thesis Supervisor)

Recommended for attending the conference

Head of the Department

The claim has been checked. An amount of Rs. _____ (in words) _____
_____ only may kindly be sanctioned.

Dealing Astd./Supdt. (Accounts)

Dy.Registrar/Astd.Registrar(Acad.)

Recommended/Approved

Approved (for abroad only)

Associate Dean/Dean, Academic / R&D

Director

Forwarded to Astd. Registrar (F&A) for payment.