ANNEXURE-II (corrected)

Norms for financial support for registration fee to
students to attend international conferences within
India.

1. The student must be presenting a paper (oral or poster) in an international
conference within India based on his/her own research. The support cannot be
used for attending summer or winter schools, courses, competitions, or other
events.

2. The support for registration fee subject to maximum ceiling of Rs 20000/ (Rs
Twenty thousand) will be provided only once during his/her degree program from
the DORA office. It is in addition to the support provided for attending
international conferences abroad for presenting a paper (oral or poster) as per
prevalent norms.

3. Former students of the Institute are not eligible for this travel support even if the
paper to be presented is based on work done while they were students at IITK.

4. The support from DORA office is meant to supplement the grants from other
sources and not to replace those. The student must apply to all possible funding
agencies and only if the short fall, subject to an upper limit, will be extended by
DORA office.

5. To be eligible, a candidate must also be supported by the faculty supervisor
(through project funding, if available, or PDA) and by the department. This is a
critical requirement: if the faculty supervisor and the Head of the Department do
not place priority on participation of the student, it is not possible for us to justify
the importance to the donors.

6. Needless to say, utmost integrity is expected from the students. The students
must disclose all sources of support received by them while making a claim. If
additional support becomes available to the student, the support from DORA
office may be reduced appropriately from what was sanctioned in the first place.
Non-disclosure of funding from other sources or false claims on expenses may
lead to disciplinary proceedings.

7. Student must apply on prescribed proforma well in advance, assuming a
processing time of about a month. They should not incur expenditure in
anticipation of a sanction. No post facto approval will be given.

8. No advance is admissible. The money will be released only after the journey, and
on submission of a report on the participation along with registration fee receipt in
original. In most cases, a letter of thanks to the donor will also be needed.

9. Only one author can be supported for presenting the same paper. Further, if the
faculty supervisor is being supported by the Institute for presenting the same
paper in the same conference, DORA office will not support the student.

10. The faculty supervisors and the Heads of the Department are expected to take
utmost care while forwarding the application.