Norms for partial financial support to the former student for participating in conferences abroad

1. The student must be presenting a paper (oral or poster) in an international conference outside India based on his/her own research which has been submitted by him/her before graduating. The support cannot be used for attending summer or winter schools, courses, competitions, or other events.
2. The paper to be presented is based on work done while he/she was student at IIT Kanpur.
3. The support from the DORA office will be provided only once during his/her degree program. For PhD students, this support will be provided twice during the program.
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 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. A minimum support of Rs. 20,000 (and possibly more) is expected from the department and supervisor. 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. 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 rejection of reimbursement claim.
7. Student must apply on the 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 performed, and on submission of a report on the participation. The student is required to attach a certificate issued by the organizer in token of having attended the conference.
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 and the claim and ensure genuineness of facts.
11. The date of commencement of conference should be less than or equal to one year from the date of becoming eligible to obtain provisional degree certificate for UG students and date of thesis defence for PG students.
12. All original boarding passes, copy of passport and VISA are required to be attached along with the claim.
13. The date of journey should be compatible with the date of conference.