Norms for partial Financial support (for air fare) to students to travel abroad to attend other than international conferences such as workshops/schools etc. provided local expenses are covered by the host.

1. The student attending summer or winter schools/workshops can avail this facility before graduating provided the local hospitality is met by the host.

2. The support from the DORA office will be provided only once during his/her degree / M tech program. For PhD students, this support will be provided twice during the program. The financial assistance provided earlier for attending international conference to present a paper (oral or poster) will count for this purpose.

3. 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.

4. The support from DORA office is initially restricted to any number of students as decided by DORA depending on the availability of the funds.

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. All original boarding passes, copy of passport and VISA are required to be attached along with the claim.

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