

**Application Form for Grant of Financial Support and Advance to PhD  
Students for presenting the paper in National/International Conferences**

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. Date of Passing the Comprehensive Examination \_\_\_\_\_ 8. Date of SOTA Seminar \_\_\_\_\_

9. Details of the Conference for which the Institute support is requested:
- a. Title of the paper to be presented (Attach a copy of the Letter of Acceptance): \_\_\_\_\_
  - b. Authorship Details \_\_\_\_\_
  - c. Name of the Conference \_\_\_\_\_
  - d. Conference Schedule: From \_\_\_\_\_ To \_\_\_\_\_
  - e. Venue: \_\_\_\_\_
  - f. Name of the organizing Institute (give full details) \_\_\_\_\_
10. Details of the Financial Support requested from DOAA Office:
- a. Return Air Fare (Economy Class) \_\_\_\_\_
  - b. Registration Fee \_\_\_\_\_
  - c. Others \_\_\_\_\_  
(e.g., lodging, local transport, Visa Fee (as per actuals, on submission of original bills of expense)
11. \*Details of Financial Support secured from other source(s) (i.e., DORD/DORA/Dept./Any Other Institution):
- a. Name of Source(s): \_\_\_\_\_
  - b. Aided Amount: \_\_\_\_\_
  - c. For purpose of travelling/dwelling/Misc. expenditure: \_\_\_\_\_
12. Total amount of Financial Support requested from DOAA Office \_\_\_\_\_
13. Whether advance required from DOAA Office (max. 50% of total sanctioned amount), Yes /No \_\_\_\_\_

(Signature of the Student)

Recommendation of Thesis Supervisor:

(Name and Signature of Thesis Supervisor)

Convener, DPGC

Head of the Department

\*DORD/DORA/Dept./Any Other Institution (Approval required): .....  
.....

The request for Partial Financial Support has been checked. An amount of Rs. \_\_\_\_\_ (in words)  
\_\_\_\_\_ only) may be approved.

Verified by

Recommended by

Approved

**Official In-Charge**  
PG Section

**AR/DR/JR**  
Academic Affairs

**Dean**  
Academic Affairs

To: - AR (F&A)

Copy of this approval is being sent to the Finance and Accounts Section for making the payment of 50% of the sanctioned amount as an advance.

(AR/DR/JR, AA)

Note: Air ticket for travel should be booked only from the following agencies: a) Balmer Laurie (b) IRCTC, and (c) Ashoka Travels as mandated in the following office order: [https://web.iitk.ac.in/july14iitkn/data/directorateoff\\_orders/OfficeOrder-No-14-24-02-22.pdf](https://web.iitk.ac.in/july14iitkn/data/directorateoff_orders/OfficeOrder-No-14-24-02-22.pdf)

**UNDERTAKING**  
*(FOR ATTENDING NATIONAL/INTERNATIONAL CONFERENCES)*

I undertake that,

1. I.....(Name).....

Roll No.....Programme.....Department.....

have submitted the paper/poster entitled.....

.....

.....

for presentation in (Name of the Conference/seminar).....

.....

which is going to be held between .....and.....

at.....

2. I am an author/ one of the authors of the abovementioned paper/work, and the work has been carried out at IIT Kanpur.

3. I have not received /applied for any financial support to present the above said paper/ work or any of its equivalent versions at IIT Kanpur.

4. None of the authors other than me has taken or will take the financial support for this paper or any of its equivalent versions from IIT Kanpur.

**5. I am aware of the ticket booking rules as mentioned in the office order: DIR/IITK/2022/OO-14 dated February 24, 2022. Tickets should be purchased only through the following travel agencies: a) Balmer Laurie (b) IRCTC, and (c) Ashoka Travels.**

Signature of the Student.....

Date:

Place: