

Financial Support for Registered PhD and Masters (M. Tech, MS-R) Students for Presenting the Research Paper at National and International Conferences.

Competent authority of the department had approved the following amount of Financial Support available to registered PhD and Masters (M. Tech, MS-R) students of the department for presenting the research paper in conference.

Course	Conference held in India	Conference held Outside India
PhD	Up to 30000 (can avail max. 15000 per conference)	Up to 50000
M. Tech.	Up to 15000 (can avail max. 15000 per conference)	Not Eligible
MS-R	Up to 15000 (can avail max. 15000 per conference)	Not Eligible

Note: It is mandatory for all registered students to get prior travel approval if they would like to get supported through a Department grant and they should not travel unless the application has been duly approved.

Further, reimbursement of the above-mentioned support shall be subject to the following terms and conditions:

1. All full-time registered PhD students who have completed their Comprehensive Exam can seek financial support from the department for presenting a paper (Oral or Poster Presentation) at National and International conferences within or outside the India. Students not presenting a paper in the said conferences are not eligible to apply for this financial support.
2. All full-time Masters Students (M. Tech, MS-R) who have completed two semesters can seek financial support from the department for presenting a paper (Oral or Poster Presentation) at conference within the India. Students not presenting a paper in the said conferences are not eligible to apply for this financial support.
3. The student can claim travel support until the date of the Final Viva-Voce Exam (Thesis Defense). The student should be a registered student while availing travel support.
4. The registered student seeking financial assistance needs to be an author or one of the authors of the paper accepted for presentation, and the work should have been carried out at the IIT Kanpur. If there are more than one students author in a paper, financial support will be provided to only one author per paper.
5. The application for financial support is to be submitted to the Electrical Engineering Department office along with an undertaking in the prescribed format at least 15 days in advance from the travel date. The application form should come with specific recommendations from the Thesis Supervisor. The student must apply in advance in the prescribed format, downloadable from the department website. Post-facto approvals for travel are not permitted.
6. Once approved by the Head of the Department, the financial support can be claimed for reimbursement upon submission of all the relevant documents in the original, along with a copy of the certificate of participation in the conference. The reimbursement should be claimed soon after the return, and not later than two weeks after completion of the travel.

7. The reimbursement will include the Registration Fee, Air (Economy Class)/Train (AC- 2T/3T) fare on the shortest route.
8. Eligible registered students availing financial support for attending a Conference must follow the instructions issued by the Institution's prevailing norms on the booking of Air/Train tickets. The guidelines for booking air tickets are mentioned in Annexure-1.
9. **This financial support is not applicable to PMRF and FARE Students.**
10. No financial support from the department is available to student who wants to participate in an online conference or presents a paper online in a conference.



**INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
DIRECTORATE**

No. DIR/IITK/2022/00-14
February 24, 2022

OFFICE ORDER

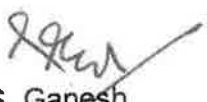
Reference: OM 19024/03/2021E.IV dated 31/12/2021 and 16/02/2022 (MoF) and
F.No. 29-8/2022-IFD dated 10/01/2022 (MoE)

Subject: Modified rules regarding booking of tickets for air travel using government grants

Apropos to the privatization of Air India, the Government of India has modified the rules concerning booking of air tickets using government grants. The new guidelines are as given below:

1. Official air travel, both domestic and international, on government grants (including CPDA) can be made in private airlines.
2. Tickets should be purchased only through the following travel agencies:
(a) Balmer Laurie (b) IRCTC, and (c) Ashoka Travels.

The above guidelines are to be followed for LTC travel and for travel on project grants where GFR17 is applicable.


S. Ganesh
Deputy Director

Copy to:

1. Director
2. All Deans
3. All HODs /Section (s)/ Unit (s)
4. Registrar
5. Dy. Registrar (F&A)
6. Dy. Registrar (Admin)
7. SE, IWD

Application form for Grant of Financial Support to PhD and Masters Student (M. Tech., MS-R) for presenting the paper at National/International Conference

Date: _____

1. Name of the student _____
2. Roll no. _____ 3. Programme _____
4. Name of Supervisor(s) _____
5. No. of Semesters completed _____ 6. CPI _____ (Attach a copy of the last semester's Grade Sheet)
7. Date of passing the Comprehensive Examination (for Ph.D.) _____
8. Details of the Conference for which the Department support is requested
 - a. Title of the paper to be presented _____
 - b. Name of all authors _____
 - c. Name of the Conference _____
 - d. Conference Schedule: From _____ To _____
 - e. Place and country of the conference _____
9. Details of the Financial Support requested from the Department
 - a. Onward/Return Air/Train fair (Economy class) _____
 - b. Registration Fee _____
 - c. Others _____
(i.e. Lodging, Local Transport, Visa Fee (as per actual, on submission of original bills of expense)
10. Details of financial Support secured from other source(s) (i.e. DORD/DORA/Any other)
 - a. Name of Source _____
 - b. Aided Amount _____
 - c. For purpose of travelling/dwelling/Misc. expenditure _____
11. Total amount of Financial Support requested from Department _____

* I undertake that, I have not received/applied for any financial support from EE department to present the above said paper/work or any of its equivalent versions and aware of the ticket booking rules as mentioned in the office order: DIR/IITK/2022/OO-14 dated February 24, 2022.

(Signature of the Student)

12. Recommendation of the Thesis Supervisor _____

(Signature of the Thesis Supervisor)

For Office Use

The request for the financial support from the Electrical Engineering Department has been checked. An amount of up to Rs. _____ may be approved from the project no. IIT/EE/9262 (subject to submission of bills in the original).

Verified by:

Approved/Not Approved

Dealing Clerk

Head
Electrical Engineering Department