



Rules for student conference/symposium

Subject :- Revision of Partial Financial Assistance to Research Scholars/Other Students for Paper Presentation in International/National Conference/Seminar/Symposium as first authors and Visits Related to Workshop etc.

The following set of revised comprehensive guideline for granting of Partial Financial Assistance to Research Scholars/Other Students for Paper Presentation in International/National Conference/Seminar/Symposium as first authors and Visits Related to Workshop etc.

1. The financial assistance is to be rendered only during the tenure of the student in the Institute. The student must be the first author of the paper for Oral or Poster Presentations in the conference/seminar/symposium.
2. The applicant should present the paper in the School to the satisfaction of the faculty members before the application is recommended to the Head for financial assistance.
3. The International Conferences/Symposia etc. held in India will be treated as National Conferences/Symposia etc. for consideration of financial assistance.
4. Students are advised to approach various R&D institutions/autonomous bodies/GoI for seeking air travel assistance and partial funding before seeking for Institute funding.
5. The financial assistance is only for the Research Scholars/Students supported by Institute Assistantship and JRFs/SRFs sponsored by Research Funding Agencies for attending National/International Conference etc...
6. No financial assistance would be provided during the period of temporary withdrawal.
7. The eligible **Undergraduate (UG) and Postgraduate (PG) and Research Scholars (RS)** are entitled for financial assistance for both **National and International** Conference/Symposium etc. For consideration of financial assistance,
 - a) A **UG** student must have registered in 6th semester (without any backlog) and above.
 - b) A **PG** student must have registered in 3rd semester (without any backlog) and above.
 - c) **The Research Scholars (RS)** must have completed the coursework requirement successfully in the Institute.
8. **International conference/seminar/symposium (outside India):** The eligibility criteria for such visit is as follows:
 - a) A **UG student** must have a minimum CGPA of 9.00 (without any backlog) at time of application,
OR
Must have a minimum CGPA of 7.00 (without any backlog) and must have published at least one National/International journal paper as first author (based on the work carried out at IIT Bhubaneswar) at the time of application.
 - b) A **PG student** must have a minimum CGPA of 9.00 (without any backlog) at time of application,
OR
Must have a minimum CGPA of 7.00 (without any backlog) and must have published at least one National/International journal paper as first author (based on the work carried out at IIT

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Bhubaneswar) at the time of application.

- c) A **Research Scholar** must have published at least one paper in a National/ International journal as first author (based on the work carried out at IIT Bhubaneswar) and must have completed the coursework requirement successfully.

9. **National conferences/seminar/symposium and International Conference (inside India):**

- a) A **UG/PG student** must have a minimum CGPA of 7.00 (without any backlog) at time of application.
b) A **Research Scholar** must have completed the coursework requirement successfully

10. There should be clear recommendation of the Supervisor/Programme Coordinator and the Head of School, when the application is submitted in the prescribed format (enclosed). The application form must be accompanied by the following documents for consideration:

- a) Announcement of the National/International Conference etc...
b) Letter of acceptance of the paper
c) Copy of full text of the paper
d) Transcript (in case of UG & PG Student)
e) Grade Card (in case of Research Scholar)
f) Estimation Chart with duly signed by the student
g) Copy of at least one Published National/International journal paper
h) Turnitin report (anti-plagiarism test) **{to be certified in the specified format by the DAC/Supervisor(s)/Faculty Advisor/Co-ordinator (Faculty Advisor/Co-ordinator, in case of UG & PG students)}**
i) Particulars of TA/DA & Registration fee etc...
j) All other relevant supporting documents

11. A **Monitoring Committee** comprising of the following members will examine the proposal for grant of financial assistance.

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| 1 | Dean (Academic Affairs) | - | Chairman (Ex-Officio) |
| 2 | Dean (Student Affairs) | - | Member (Ex-Officio) |
| 3 | Dean (Faculty & Planning) | - | Member (Ex-Officio) |
| 4 | Dean (R&D) | - | Member (Ex-Officio) |
| 5 | Dean (Alumni Affairs) | - | Member (Ex-Officio) |
| 6 | Dean (CE) | - | Member (Ex-Officio) |

12. The limits of financial assistance will be as follows:-

National Conference/Seminar etc.:

- All the students are permitted to attend multiple National conference/seminar (inside India) etc. with financial assistance in a year starting from the Date of Joining the Institute by the student/scholar with an overall ceiling of Rs. 15,000/- (only for attending National Conference/Seminar/Workshop etc...) per annum per student.
- Food charges during the journey period in the train would be admissible up to Rs. 250/- or as per actual mentioned in the train ticket.
- Lodging and Boarding charges would be admissible up to Rs. 1000/- per day during Conference/Workshop etc. period. In case lodging is provided by the host Institute, food charges will be admissible up to Rs. 250/- per day only.
- Local travel expenses for the whole conference period would be admissible up to a maximum of Rs. 500/- only.

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- Reimbursement of expenditure on account of travel by Rail (AC-III Tier), boarding and lodging, local travel, Registration charges, Poster Charges and training/tutorial fees, if any (when clubbed with National Conference) with an overall ceiling of Rs. 15,000/- per annum.
- Such cases can be approved by the Chairman, Monitoring Committee with an overall ceiling of Rs. 15,000/- and be reported to the Monitoring Committee.
- All applications for financial assistance must reach the Academic Section (through proper channel) at least 30 days prior to the event, in case of National Conference/Seminar etc. Under no circumstances, post-facto approval for financial assistance is allowed.

International Conference/Seminar etc.:

- Permission to be given only once during the tenure of the student in the Institute.
- Travel in economic class excursion fare, registration fee, visa fee, local travel fare, health insurance, per diem for boarding and lodging up to US\$ 75 for a maximum period of five days excluding journey time with an overall ceiling of Rs. 75,000/- per student is permitted.
- The total number of cases allowed for financial assistance for International Conference/Seminar etc. would be limited to 20 per year (counting from Academic Session i.e. 1st July-30th June) across the Institute, subjected to a maximum of three (3) such cases per School.
- The aforesaid cases are to be considered by the Monitoring Committee and be approved by the Director.
- All applications for financial assistance must reach the Academic Section (through proper channel) at least 45 days prior to the event, in case of International Conference/Seminar etc. Under no circumstances, post-facto approval for financial assistance is allowed.

13. Visits related to field work/data collection etc...., the concerned Heads of School can approve the application and the forms are not required to be sent to the Academic Section. All expenditure related to this visit should be met from the Operating Grant of the respective Schools.

14. The Monitoring Committee meeting will be held once in every month (in the first week), if required.

15. All expenses for the purpose should be met from the Operating Grant of the respective Schools.