



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
Academic Section/ शैक्षणिक अनुभाग

No.F. 15-7(10)/13-2014-Acad/MC

Office Order No. 77 /2015 dtd. 16.03.2015

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/Field Work/Data Collection etc.

The undersigned is directed to convey that the Competent Authority has approved the following set of 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/Field Work/Data Collection 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 eligible Undergraduate (UG) and Postgraduate (PG) students are entitled for financial assistance for National Conference/Symposium etc. For consideration of financial assistance, a PG student must have completed at least one year in the Institute and a UG student must have registered in 6th semester and above. The Research Scholars (RS) are eligible for financial assistance for both National and International Conference/Symposium etc. The RS must have completed at least one semester in the Institute for consideration of financial assistance for National Conference/Symposium etc. and he/she must have completed the coursework requirement for consideration of financial assistance.
4. The International Conferences/Symposia etc. held in India will be treated as National Conferences/Symposia etc. for consideration of financial assistance.
5. **International conference/seminar/symposium (outside India):** A Research Scholar must have published at least one paper in a National or International journal (based on the work carried out at IIT Bhubaneswar) and must have completed the coursework requirements.
6. **National conferences/seminar/symposium and International Conference inside India:** A UG/PG student must have a minimum CGPA of 7.0 and a Research Scholar must have completed at least one semester successfully.
7. 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.
8. 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 announcement of the International Conference, letter of acceptance of the paper, copy of full text of the paper and all other relevant supporting documents for consideration.
9. **Field Work, Data Collection and other similar purposes:** The admissible duration (for TA and accommodation) is 30 days in a year subject to the maximum financial assistance of Rs. 15000/-. Such visits are permitted to places inside India only.
10. 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 (CEP)	-	Member (Ex-Officio)

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

National Conference/Seminar etc.:

- Permission to attend conference/seminar etc. with financial assistance will be granted once in a year starting from the Date of Joining the Institute by the student/scholar.
- 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.
- Reimbursement of expenditure on account of travel by Rail (AC-III Tier), boarding and lodging, local travel, Registration 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.
- For local conference/seminar/symposium/workshop and visits related to field work/data collection (within the state of Odisha), the concerned Heads of School can approve the application for financial assistance and send the same to the Academic Section for issue of necessary office orders and for reporting to the Monitoring Committee.

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, 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 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.

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

13. 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/Field Visit etc. and 45 days prior to the event, in case of International Conference/Seminar/Field Visit etc. Under no circumstances, post-facto approval for financial assistance is allowed.

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



(Manas Kumar Behera)

Assistant Registrar (Academic Affairs)

Copy to:

1. Members of the Monitoring Committee
2. All HOS/Deans
3. Dy. Registrar(Accounts)
4. PS to Director/Dy. Director/Registrar (For kind information of the Director/Dy. Director/Registrar)
5. Guard File/Office Order File/Monitoring File (Academic Section)
6. All Students (Through Email id)
7. All School Office