

Guidelines for the financial support for attending and presenting research papers in international/national conferences/workshops

1. IIT Indore shall consider providing financial support to a student under *FA/TA category* of Ph.D. scholar/ P.G. student/U.G. students (3rd & 4th year) during his/her degree to cover expenses (travel, visa fee, registration, accommodation, and food) towards presenting research papers in international/national conferences.
2. The total financial support extended by the Institute to a student is limited to Rs. 1,20,000/- (Rupees One Lakh Twenty Thousand only) or the actual expenses amount whichever is less. The said financial support will be allowed to attend maximum one national and one international conferences. The maximum permissible support for national conference is limited to 15,000/- (Rupees Fifteen Thousand only) per conference.
3. The students of Ph.D./P.G. seeking financial support for international conference should have at least one journal paper in reputed journal from research work done at IIT Indore as a part of registered program.
4. The students of U.G. seeking financial support for international conference should have secured minimum CPI 9.5 *or* one journal paper in reputed journal from research work done at IIT Indore as a part of registered program and minimum CPI 7.0.
5. (a) The students are encouraged to explore external funding agencies such as CSIR/DST/DBT/INSA/ICSSR/ICPR/other funding agencies and/or through the provision of travel grant in externally funded projects with the supervisor and/or co-supervisor must be explored.

(b) The students under non-TA category may utilize his/her available contingency amount for partial support to cover expenses as per funding agency norms.

6. Students in the Doctoral Programs would be given the highest priority for support. second in priority would be given to the students of M.Tech./M.S. (Research)/M.Sc. programs. The priority for travel grant will be given preferably to Ph.D. Research Scholars of 3rd year onwards and P.G students in final year.
7. A selection committee, constituted by the concerned Head, shall consider the significance of research paper to be presented and reputation of the conference before making recommendation on the travel support application.

NOTE: - No financial support is applicable to PMRF Scholars as the same is provided through contingency of PMRF grant.

Process of Application:

On acceptance of abstract /paper from the conference organizers, the eligible student should submit the application along with proof of acceptance from the Conference organizer for Institute support in the prescribed format along with relevant supporting documents.

The financial support can be provided either on (i) drawing an advance and then settling it ***within the stipulated time***, or (ii) on reimbursement of the actual expenses.

The application for financial advance should be signed by the student and recommended by his/her Thesis Supervisor/faculty adviser and DPGC Convenor to concerned Head of the Department/School for recommendation to the Committee.

No financial assistance will be allowed for Poster presentation. However, the Poster presentation in highly reputed conference may be considered as exception only when paper is a part of proceeding of the Conference.



The Central Committee for recommending the travel grant application:

The Central Committee for recommending the travel grant application to DoAA/DoRD: -

- a) ADoAA-PG
- b) DPGC Convenor from four Departments on rotation basis with each having term of one year.

How to use the grant:

The grant may be used for conference registration fee, air-travel, insurance, and living expenses during the duration of the conference. It may be combined with grants from other sources.

If the student is not able to attend the conference after obtaining the financial assistance, he/she should immediately refund the amount to the Institute.

Settlement of Financial Assistance/Financial Advance:

After attending the Conference, the student must:

1. Settle the financial assistance granted by the Institute (by listing all the expenses incurred in an orderly manner in the prescribed format and duly enclosing all supporting documents) within the ***stipulated time (15 days from the date of return journey)*** to the Finance and Accounts office through his/her faculty advisor/Ph.D. Supervisor and the concerned Head.
2. ***While settling/reimbursing the advance/expenses, all relevant bills and vouchers and the proof of attending the conference must be submitted.***
3. Submit settlement of financial assistance to ***the concerned funding agency*** to get the fund sanctioned by it, for settlement of financial advance given by the Institute at the earliest.



Amendments for Poster Presentation in the international conferences (From 24 May 2024 onwards) :-

Financial assistance will be allowed for poster presentations in international conferences of repute, even if the paper does not form part of the conference proceeding.