**भारतीय प्रोद्योगिकी संस्थान भुवनेश्वर**

**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**

**Academic Section**


# APPLICATION FORM FOR PERMISSION TO RESEARCH SCHOLARS TO PRESENT PAPER/POSTER AT

# SEMINAR/CONFERENCE/SYMPOSIUM/ ATTENDING OF WORKSHOP/SHORT TERM COURSE (NATIONAL)

|  |  |  |
| --- | --- | --- |
| 1 | Name of the Student |  |
| 2 | Roll No. & Programme | Ph.D. M. Tech. M. Sc MS (R) B.Tech./Dual Degree  |
| 3 | Type (Institute/PMRF/Sponsored-UGC-CSIR/Visvesvaraya Fellowship) etc. |  |
| 4 | School /Deptt. |  |
| 5 | Date of Joining |  |
| 6 | CGPA |  |
| 7 | Broad area of Research/Works of theapplicant |  |
| 8 | Contact No. |  |
| 9 | Email Id |  |
| 10 | Type of visit**/other work** | Conference  |  | Seminar |  | Symposium |  |  |  Inside India |
| Workshop |
| 11 | Nature of Presentation (**for conference/symposium/workshops)** | Oral Poster.  (Please specify) |
| 12 | Place of Visit **(if applicable)** |  |
| 13 | Purpose of attending / **Claiming** |  |
| 14 | Duration of the Conference/Seminar etc. |  |
| 15 | Name of the Conference**/**symposium etc |  |
| 16 | If presenting a paper, mention the title thereof |  |
| 17 | Whether the paper has been acceptedfor oral/ Poster presentation (if yes, the acceptance letter is to be attached) |  |
| 18 | To be held at (full address**), if applicable** |  |
| 19 | Duration of the visit **(please enclose Duty Leave application duly approved by HoS)** | From To  |
| 20 | No. of days to attend (Total No. of days= visit period+ travel time), **if applicable** |  |
| 21 | Total Expenses (**Particulars and****individual estimated cost is to be attached separately)** |  |
| 22 | Whether Registration Fee/ TA advance is required, **if applicable** | Yes |  | No |  |  |
| 23 | Particulars of TA/DA & Registration Fees drawn during the current year, **if applicable**(Calculated from the date of joining as a scholar) (Attach additional sheet, if necessary) |
| **Places Visited** | **Type of Visit** | **Period** | **Total Amount of TA/DA Registration fees drawn** |
| **From** | **To** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

***\* Economy class on fare for International travel is in direct route and tickets shall be purchased only from authorized agents as per GOI norms. I do hereby state that I will adjust the advance within 15 days from the date of completion of Conference/Seminar/Symposium/ Workshop.***

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: Signature of the Applicant**

***Recommendation of-***

# Supervisor:-

* + Recommended for consideration: the Conference / Seminar / Symposium / Workshop mentioned above is relevant to the Research work of the Scholar and participation will help him / her.
	+ Certified that the work/content reported in the paper is original to the best of my knowledge.
	+ Course work completed (in case of Research Scholar) Yes  No 

#  Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Supervisor :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Associate Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Head of the School :-

Forwarded and Recommended for Sanction

#  Signature with date of Head of School :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check List of Enclosures**

|  |  |
| --- | --- |
| Announcement | Particulars of TA/DA & Registration Fees |
| Acceptance letter of the paper | No objection from other Co-authors for paper presentation only by the applicant |
| Manuscript of the paper **(Only 1st Page)** | Report on the paper presentation by the student in the School  |

Estimation Chart with duly signed by the Student

Bills for any other claim

Grade Card for **UG/PG Student only**

 **(To be sent to Accounts Section)**

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**Accounts Section (For Institute/PMRF/Visvevaraya Scholars)**

Fund availability status \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SO (Accounts)**

 **Asst. Registrar (F&A)**

**(To be sent to the Academic Section)**

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**For Academic Office use only**

Mr/Ms Roll No a scholar may be permitted to attend

 at from to (Duty Leave

from to

 ) with financial assistance of Rs.

from

 subject to availability of funds.

**JS (Ph.D)**

**SO (Ph.D)**

 *Approved / Not Approved*

 **Dean (PGRP)**