



भारतीय प्रौद्योगिकी 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. <input type="checkbox"/>	M. Tech. <input type="checkbox"/>	M. Sc <input type="checkbox"/>	MS (R) <input type="checkbox"/>
		B.Tech./Dual Degree <input type="checkbox"/>			
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 the applicant				
8	Contact No.				
9	Email Id				
10	Type of visit/ other work	Conference <input type="checkbox"/>	Seminar <input type="checkbox"/>	Symposium <input type="checkbox"/>	Inside India <input type="checkbox"/>
		Workshop <input type="checkbox"/>			
11	Nature of Presentation (for conference/symposium/workshops)	Oral <input type="checkbox"/>	Poster. <input type="checkbox"/>	_____ (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 accepted for 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 <input type="checkbox"/>	No <input type="checkbox"/>		
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-

a) 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: _____

b) 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)

Accounts Section (For Institute/PMRF/Visvevaraya Scholars)

Fund availability status _____

SO (Accounts)

Asst. Registrar (F&A)

(To be sent to the Academic Section)

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.

IS (Ph.D)

SO (Ph.D)

Approved / Not Approved

Dean (PGRP)