
# APPLICATION FORM FOR PERMISSION TO RESEARCH SCHOLARS AND DRAWAL OF ADVANCE TO ATTEND SEMINAR

**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**

**Academic Section**

**CONFERENCE/SYMPOSIUM/ WORKSHOP/SHORT TERM COURSE**

|  |  |  |
| --- | --- | --- |
| 1 | Name of the Student |  |
| 2 | Roll No. & Programme |  | Ph.D.  M. Tech.  M. Sc. B.Tech./Dual Degree |
| 3 | Type (Institute/Sponsored) |  |
| 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 |  |  | Outside India  Inside India |
| Workshop |
| 11 | Nature of Presentation (**for conference/symposium/workshops)** | Oral Poster . Other (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 **if applicable** | From To  |
| 20 | No. of days to attend (Total No. of days= visit period+ travel time), **if applicable** |  |
| 21 | Total Expenses (Particulars andindividual 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 authorised 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/ Data Collection***/ **Printing of final thesis/other contingency expenses towards final thesis Submission/ *etc.***

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

**Date: Signature of the Applicant**

***Recommendation of-***

# Supervisor :-

* + Recommended for consideration: the Conference / Seminar / Symposium / Workshop / Date Collection / **Printing of final thesis/Other contingency expenses towards final thesis Submission/** etc… 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

# Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature 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 presentationonly by the applicant |
| Manuscript of the paper **(Only 1st Page)** | Permission letter form the concerned organization for field |

Estimation Chart with duly signed by the Student Copy of at least one Published journal page **(Only 1st Page)** (in case of Research Scholar)

Visit/data collection

Justification for field visit /data collection

if required as per regulations Grade Card for UG/PG Student

Report on the paper presentation by the student in the School Bills for any other claim

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**For Office Use**

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.

J.S (Acad)

S.O (Ph.D.)

 Approved/Not Approved

 Dean (PGRP)