

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

**Application Form for Travel Support to attend Good International Conferences/Workshops/Symposia**

1. Name of Student & Enrolment No. \_\_\_\_\_  
Date of joining the course at IITR \_\_\_\_\_ Area of Research \_\_\_\_\_
2. Name of Course ..... Year of Course..... Deptt./Center .....  
Room No..... Bhawan..... Mobile..... Email.....
3. Conference Details (Enclose announcement/brochure/details of Conference):  
(a) Conference Title.....  
(b) Place & Name of Country.....  
(c) Website of the Conference.....  
(d) Dates & duration of Proposed visit.....
4. Paper accepted for: Oral presentation / In poster session:  
(Please enclose a copy of acceptance letter for the paper/poster presentation in the Event)
5. Title of paper/poster: .....  
Names of Coauthors: .....
6. Has any other co-author of this paper/poster applied for funding from the Institute? (if yes, give details)  
.....
7. Total number of papers published till the date of application: Journals \_\_\_\_\_ Conf. Proceedings \_\_\_\_\_  
(Please attach a list)
8. Have you applied for and/or received financial assistance for attending this Event from any other source, if yes, please give details (attach a list, if necessary).....  
.....
9. Details of Bank Account:  
Name as in Account: ..... Account Number .....  
Bank's Name & Branch ..... IFSC Code .....
10. Estimated Financial expenditure:  
(i) Air fare ..... (ii) Travel insurance ..... (iii) Visa fee .....  
(iv) Accommodation ..... (v) Registration fee .....  
Total funding available from other sources:  
Total amount of financial assistance requested: .....
11. I declare that the information furnished above is correct.

Date.....

Signature of Student

**12. Certification and Recommendation of a faculty / supervisor and Head of the Department/Centre:**

This is certified that the paper/poster of the above student accepted in the conference is based on his/her work carried out at IIT Roorkee and his/her application is recommended for financial assistance.

Faculty/Supervisor's Signature with date:

Faculty/Supervisor's Name:

Date.....

Signature & Seal of Head of Dept./Centre

**For DORA Office Use:**

Ref. No. \_\_\_\_\_

- i) Application received on \_\_\_\_\_
- ii) Meeting held on \_\_\_\_\_
- iii) Decision \_\_\_\_\_

DORA

P.T.O.

**Objectives:**

1. To encourage IIT Roorkee students to submit papers at good International conferences.
2. To enhance the visibility of 'IIT Roorkee' at international forums.
3. To promote quality research by providing opportunities to deserving students to interact with experts.

**Guidelines:**

1. It can be given to any student of the institute for presenting a paper in a good international conference provided the paper is based on work done at IIT Roorkee.
2. Travel support will be available only once during each of his/her academic programs at IITR.
3. Since support is provided for only good conferences, **the following conditions must be satisfied:**
  - 3.1. The conference should be organized by a reputed professional society/organization/institution.**
  - 3.2. The title of the conference should not be generic; it must reflect a specialization within a broad discipline.**
  - 3.3. All the papers of the conference should be available online for at least its last five editions.**
4. The funding would be available only for meeting the gap between the total expenditure and the total funds available from other sources such as the conference itself, other funding agencies etc.
5. If there are two or more student co-authors who seek financial assistance for the same paper, the available assistance will be shared equally between them.
6. The funding would be available only for Air Travel, Travel Insurance, Visa Charges, Accommodation, and Registration Fees.
7. The following committee will meet once every month to consider all applications received and make its recommendations to the Director:
  - a) DORA Convener
  - b) DOAA Member
  - c) Dean, F&P Member

**Funding Available:**

1. Within India: : Up to Rs. 25000/-
2. Outside India:
  - a) For conferences in Africa and Asia (excluding Japan) : Up to Rs. 50,000/-
  - b) For conferences in Europe and Japan : Up to Rs. 75,000/-
  - c) For conferences elsewhere : Up to Rs. 100,000/-

**The following documents are to be attached along with the Application Form:**

1. Letter of invitation from the organizer
2. Acceptance letter of paper
3. Full research paper (word file)
4. The technical program of the conference along with the necessary documents that satisfy the conditions/criteria of good conferences.
5. Application duly recommended by Supervisor & Head of the Department/Centre.

**Process after Financial Support is approved:**

1. A student can apply for 50% advance of the financial support available.
2. A support letter can also be given by the DORA for the purpose of obtaining VISA.
3. After the journey, the claim form and TA form can be collected from the DORA office.
4. The completed forms need to be submitted to the DORA office along with the following documents:
  - (i) The original tickets, boarding passes etc.
  - (ii) Participation Certificate
  - (iii) A statement giving particulars of amounts received from other sources, and amount spent under various heads, e.g., Travel, Visa fees, Registration fees, etc. along with receipts.
5. After processing, the DORA office will sent the forms to F&A for payment.

**Contact:**

Prof. B. R. Gurjar  
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