

## Annexure-1

### **Subject: Partial travel Support to Research Scholar**

The following policy will be implemented subject to availability of fund in the Institute.

### **NORMS FOR PARTIAL TRAVEL SUPPORT FOR PRESENTING ORAL PRESENTATION IN NATIONAL AND INTERNATIONAL CONFERENCES:**

#### **Modalities for Ph.D students:**

01. A total number of 10% travel grants per department are proposed to be offered for Senior Research Fellow (SRF) subject to availability of fund.
02. The travel grants are proposed to be awarded to only PhD student (SRF) and priority is provided to those students who are in their final year of study.
03. Support for One International and Two National conferences can be availed only by a student in his/her entire PhD program subject to satisfying the laid down terms and conditions.
  - (a) Only one travel grant either International or National can be availed in a particular financial year. Fare restricted to AC-III-Tier by train is permitted to travel within India.
  - (b) For National Conference, a maximum amount for travel and registration is reimbursable up to Rs 10,000 on each occasion.
  - (c) The support for attending conference for oral presentation outside India will be as given below:
    - Up to Rs. 70,000 or actual whichever is lesser for North or South American continents.
    - Up to Rs. 60,000 or actual whichever is lesser for Europe (including countries which are partly in Europe and partly in Asia), Australian continent or Japan.
    - Up to Rs. 50,000 or actual whichever is lesser for Asia (except as above) or in Africa.
04. The grant is purely a partial financial support with the stipulation that the applicant will arrange the rest from other internal/external sources.
05. Departments may put in place robust evaluation criteria for selecting suitable candidates for the award. This will be on '*First Come First Serve*' basis. The application must be submitted to respective DPGC Convener duly forwarded by thesis supervisor.
06. The forwarded and recommended application of the student from the Department will be sent to the PhD Cell. PhD Cell will verify the credential of the students, maintain the record of students such as number of grant received by the student should not exceed for One International and Two National Conferences in his/her entire PhD program. Verified application should further be forwarded to the Director for approval. Once the application is approved by the Director, PhD Cell will issue a letter to the concerned student intimating sanction of the amount with a copy to Thesis supervisor/Department and DR (F&A).
07. No financial support will be extended to those students who are only participating in the conferences and not making any oral or poster presentation.
08. The student (SRF) seeking financial support should be the first author of the paper accepted for the presentation, and the work should have been carried out at IIIT Allahabad, and the other authors shall express support favoring the participating author.
09. If due to any reason, first author is unable to present the paper in conference, the co-author (student) may present the paper under the condition that he must not had availed travel support



earlier and will not get second chance if he is happened to be a first author in another conference paper.

10. Only one author can be supported for presenting a paper, if the Thesis Supervisor is being supported by the Institute (even under CPDA) for presenting the same paper in the same conference, the student will not be supported.
11. The financial support, once approved, can be claimed as reimbursement upon submission of all the relevant documents in original along with a copy of the certificate of participation in the conference and a report at the PhD Cell. The claim will be reimbursed through the Institute Accounts Section.
12. The student must declare all sources of support received by them while making a claim. If substantial support is available from some other (external) source, then the Institute support may be withdrawn.
13. Former student of the institute are not eligible for this financial support even if the paper to be presented is based on work done while they were student at IIIT Allahabad. A student is said to be a former student once the thesis is submitted and the student has left the Institute, although final viva voce has not yet taken place.
14. Period of conference should be within the submission of PhD thesis.
15. The student will be given support if he/she is presenting orally in International and National conference. The support cannot be used for attending summer or winter school, courses, competitions, or other events.
16. A candidate may also be supported by the faculty supervisor (Though project funding or CPDA) or by the Department. Under such circumstance, the support may be withdrawn.
17. Needless to say, utmost integrity is expected from the student. The student must disclose all sources of support received by them while making a claim. If additional support becomes available to the student, the support from Institute may be reduced appropriately from what was sanctioned in the first place. Non-disclosure of funding from other sources or false claims on expenses may lead to disciplinary proceedings.
18. Student must apply on prescribed proforma (**Annexure-1**) well in advance, assuming a processing time of about a month. They should not incur expenditure in anticipation of a sanction. No post facto approval will be given.
19. The faculty supervisors and the Heads of the Department are expected to take utmost care while forwarding the application and the ensure genuineness of facts.
20. Any other kind of travel support, not covered above (special case) may also be considered by the Chairman, Senate.

CC:

1. Heads of all Departments
2. PhD Cell
3. AAA Section
2. All Hostels for notice boards
3. DR (E&A)

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22/12/19

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22/12/19