



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 (INTERNATIONAL)**

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(eligible from 3 <sup>rd</sup> year)) 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/ <b>other work</b>	Conference <input type="checkbox"/>	Seminar <input type="checkbox"/>	Symposium <input type="checkbox"/>	Outside India <input type="checkbox"/>
		Workshop <input type="checkbox"/>			
11	Nature of Presentation ( <b>for conference/symposium/workshops</b> )	Oral <input type="checkbox"/>	Poster. <input type="checkbox"/>	_____ (Please specify)	
12	Place of Visit ( <b>if applicable</b> )				
13	Purpose of attending / <b>Claiming</b>				
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), <b>if applicable</b>				
19	Duration of the visit ( <b>please enclose Duty Leave application duly approved by HoS</b> )	From _____	To _____		
20	No. of days to attend (Total No. of days= visit period+ travel time), <b>if applicable</b>				
21	Total Expenses ( <b>Particulars and individual estimated cost is to be attached separately</b> )				
22	Whether Registration Fee/ TA advance is required, <b>if applicable</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
23	Particulars of TA/DA & Registration Fees drawn during the current year, <b>if applicable</b> (Calculated from the date of joining as a scholar) (Attach additional sheet, if necessary)				
	<b>Places Visited</b>	<b>Type of Visit</b>	<b>Period</b>		<b>Total Amount of TA/DA Registration fees drawn</b>
			<b>From</b>	<b>To</b>	
	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**

- |                                                                                                                                      |                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Announcement                                                                                                | <input type="checkbox"/> Particulars of TA/DA & Registration Fees                                        |
| <input type="checkbox"/> Acceptance letter of the paper                                                                              | <input type="checkbox"/> No objection from other Co-authors for paper presentation only by the applicant |
| <input type="checkbox"/> Manuscript of the paper <b>(Only 1<sup>st</sup> Page)</b>                                                   | <input type="checkbox"/> Report on the paper presentation by the student in the School                   |
| <input type="checkbox"/> Copy of at least one Published journal page <b>(Only 1<sup>st</sup> Page)</b> (in case of Research Scholar) | <input type="checkbox"/> Bills for any other claim                                                       |
| <input type="checkbox"/> Estimation Chart with duly signed by the Student                                                            | <input type="checkbox"/> Grade Card for <b>UG/PG Student only</b>                                        |

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

**Accounts Section (For Institute/PMRF/Visvevaraya Scholar (eligible from 3<sup>rd</sup> year))**

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.

**SO (Ph.D)**

**IS (Ph.D)**

Approved / Not Approved

**Dean (PGRP)**