

**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
OFFICE OF THE DEAN (PGS&R)**

Sub : Financial Assistance to WOMEN Students for Presenting Papers in International Conferences held in Non-SAARC Countries from Infosys Grant

The Institute has received one time grant from Infosys Foundation towards financial assistance to women students for presenting papers in International Conferences. Following are the guidelines for disbursement of the above grant :

1. This financial assistance is applicable to **WOMEN students ONLY** for presenting papers in International Conferences.
2. The total number of students who can be given financial assistantship to be decided subject to availability of grant.
3. The financial assistance will be limited to the following from the Infosys Grant :

Particulars	Conferences held in Abroad (other than SAARC Countries)
Registration Fee	US \$ 600 or equivalent or actual whichever is less
Travel Allowance*	Rs. 1,00,000/- or actual whichever is less
Accommodation and Food charges	Rs. 7,000/- per day (maximum 5 days)

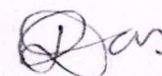
***Criteria for payment of Travel Allowance :**

#	Elements of Payment	Recommended Criteria
1	Air Travel	Travel in economic class in any airlines by shortest route
2	Train Travel	Travel by Train in AC-II Tier by shortest route
3	Road Journey	Rs. 10.00 per km. where train is not connected subject to submission of receipts

4. Students who have not availed financial assistance from the Institute for attending international conference are only eligible.
5. Students who are eligible for financial assistance from Institute are not be eligible.
6. Full-time students at all levels (under-graduate, post-graduate and research students, and Post Doctoral Fellows) will be eligible for the grant of financial assistance.
7. Each applicant must be an author of the accepted paper.
8. The paper must be based on work done at the Institute.
9. There must be a written communication from the Programme Committee of the Conference regarding the acceptance of the paper.
10. The papers must be presented either in oral or poster mode.
11. Each co-author (if any) of the accepted paper must give his (or her) consent in writing that he (or she) will not seek financial assistance from the Institute for presenting that paper himself (or herself) and that he (or she) does not have any objection to the author (applicant) making the presentation.

*HMC website
List 18/11/17*

12. The applicant must have
 - a. Successfully completed the coursework for the first four semesters without carrying any backlog in case the applicant is an under-graduate student admitted through JEE.
 - b. Successfully completed the coursework for the first two semesters without carrying any backlog in case the applicant is a student of Joint MSc-PhD or Joint MTech-PhD or any other two-year Masters programme.
 - c. Successfully completed the coursework for the first four semesters without carrying any backlog in case the applicant is a student of a programme of three-year duration (such as MMST and LLB).
 - d. Spent one year and must have successfully completed the recommended coursework in case the applicant is an MS student.
 - e. Completed PhD course work and qualified the comprehensive examination in case the applicant is a PhD student.
 - f. if an applicant is a UG or PG or MS student, then she must have a minimum CGPA of 7.5
13. The applicant may get the financial assistance for one conference held in Non-SAARC countries from this scheme during the period of her study to earn a particular degree.
14. The applicant should present the paper in the Department/Centre/School before the application is recommended for the financial assistance.
15. The application must be made as follows:
 - (a) Application must be made in the prescribed format and be recommended by the Supervisor and/or Head of the Department/Centre/School.
 - (b) The application must have the following enclosures.
 - (i) Announcement of the Conference
 - (ii) The manuscript of the conference paper
 - (iii) Acceptance letter of the paper
 - (iv) Copy of reviewer's comments
 - (v) No objection from the co-authors
 - (vi) Endorsement regarding seminar presentation by the HOD/HOC/HOS.
 - (vii) Biodata of the student
 - (c) **The hardcopy of the application should be submitted to the Deputy Registrar (Academic) within 30th April 2017.**



(P. K. Das)
Dean (PGS&R)

To

All Heads of the Department/Centre/School

- With a request to kindly circulate among all the students

Copy to :

- 1) All Deans
- 2) Registrar
- 3) Chairman, HMC
- 4) President, TSG
- 5) Chairman, ERP
- 6) Deputy Registrar, F&A
- 7) Deputy Registrar, Accounts
- 8) Deputy Registrar, Academic
- 9) Secretary to Director
- 10) Secretary to Deputy Director

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Sl. No.	Particulars	Information to be provided
1.	Roll Number	
2.	Name of the women student	
3.	Department/Centre/School	
4.	Date of Joining	
5.	Degree Pursuing	
6.	Present year in the programme	
7.	CGPA (for non Ph.D. students)	
8.	Conference availed from Institute	YES / NO
9.	Have you completed your Registration Seminar (for Ph.D. Students)	YES/NO. If yes, provide date of registration seminar
10.	Name of the Conference	
11.	Venue of the Conference	
12.	Country of the Conference	
13.	Duration of the Conference	From To
14.	Title of the Paper to be presented in the Conference	
15.	Mode of paper presentation	Oral / Poster
16.	Registration fee	
17.	Is the accepted paper an outcome of your thesis/project work at the Institute?	
18.	Will any of your co-authors presenting the paper?	YES/NO. If Yes, please give NOC from co-author(s)
19.	Have you attended any conference in the past with financial assistance from the Institute?	YES / NO If yes, how may conference at Non-SAARC countries :
20.	No. of publications, if any, in reputed journals	No. of publications : DOI No.
21.	Are all papers published an outcome of your thesis/project work at the Institute?	

Sl. No.	Particulars	Information to be provided
22.	Have you got any waiver of registration fee?	
23.	Details of financial assistance towards travel and hospitality got from other sources	

Checklist of Enclosures	
Announcements about the Conference	
Letter of Acceptance of the Paper	
Manuscript of the Accepted paper	
Copies of the Papers Published in International/National Journals	
Letter with respect to Financial Relief/Assistance	
No Objection Letter from the Coauthor(s)	

Date:

Signature of the Applicant

Forwarded and Recommended for approval

Signature of Supervisor / Faculty Advisor

Date:

Remarks:

The student has given a seminar talk on the work presented in the paper.
The work is/is not good and he/she is recommended/not recommended for financial assistance. (strike out which is not applicable)

Date:

Signature of HOD/HOC/HOS

NO OBJECTION CERTIFICATE FROM CO-AUTHOR(S)

This is to certify that _____ (Roll No. _____),
Student in the Department/ Centre/ School of _____
is going to present the paper entitled _____

to be held from _____ to _____. Being a co-author I have no objection if the student present the paper in the above conference. I also declare that I will not seek any financial assistance from the Institute to attend the same conference.

Date:

Signature of the co-author(s)

Name of the co-author(s) :

Designation :

Department :

To
The Deputy Registrar, Academic
IIT Kharagpur