

BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956)

MESRA, RANCHI – 835215 (INDIA)

Ref. No. RO/Notification/AA/2021-22/6606

02 December 2021

NOTIFICATION

POLICY FOR PROVIDING FINANCIAL ASSISTANCE TO UG, PG AND PHD STUDENTS FOR PRESENTING PAPER IN THE CONFERENCES/SEMINARS

The Advisory Committee for Academic Programme (ACAP) in its 61st meeting held on 08th November 2021, approved following policy for providing financial assistance from the Departmental Budget Head to Under-Graduate, Post-Graduate and PhD Students for presenting Paper in the Conferences/Seminars, as per following guidelines:

1. Types of Financial Assistance
 - i) Registration Fee : Up to Rs. 8000/- only.
 - ii) Travel Allowances : Train Ticket (To & From) – Sleeper Class by shortest route shall be reimbursed on production of the original tickets.
 - iii) In case of other mode/class of travel, the reimbursement shall be restricted to amount equivalent to the Sleeper Class ticket only.
 - iv) No other expenses shall be reimbursed.
2. Selection of UG/PG/PhD students for participation in the proposed Conferences/Seminars shall be discussed in the respective Departmental Policy Committee (DPC) meeting and its recommendations shall be forwarded to the Dean (PGS)/Dean (UGS) for approval.
3. The financial assistance to the UG and PG Students shall be provided only for presenting Papers in the Conference/Seminar, only once during the entire period of the program, however to the PhD Students the financial assistance shall be provided for presenting Paper in the Conference/Seminar, twice during the entire period of the program.
4. The above provision shall be applicable for the current Financial Year (2021-22) if sufficient funds in the Conferences/Seminars Budget Head are available in the respective Departments, and for subsequent financial years, a separate Budget may be proposed under Sub-head "**Conferences and Seminars**" by each Department for this purpose.

This is issued with the approval of the Competent Authority.

FoV
Registrar



Copy to:

1. All Deans, HoDs and Section Heads
2. P. S. to Vice Chancellor
3. Webmaster- for suitably uploading the same on Institute website
4. All Noticeboards
5. Guard Files

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APPLICATION FORM

Financial Assistance for Presenting Papers in Conferences/Seminars (UG, PG and PhD Students)

1.	(a) Name: _____	(b) In case PhD Scholar [Please Tick (✓)]	FT	PT
	(c) Roll Number: _____	(d) IRF [Please Tick (✓)]	YES	NO
	(e) Contact Number: _____	(f) DEPARTMENT		
2.	Name of Conference/ Seminar:			
3.	Place: _____	Date:	From	To
4.	<u>Exact period of absence from the Institute with Justification and for any extended period of stay, (if so desired):</u>		From	To
5.	<u>Title of the Paper to be submitted with names of all the authors in the case of multiple author papers:</u>		[enclose the copy]	
6.	Paper Presentation in Conference/ Seminars [Please Tick (✓)]		Oral	Poster
7.	Estimated TA required (To & Fro) Sleeper Class by shortest route		Rs.	
8.	The amount of the Registration Fee to be paid (if any)		Rs.	
9.	Number of papers, so far presented so far in Seminars, Conference etc. Give details: (If any Financial Assistance availed from Institute)		No. of Papers	Amount
10.	Bank Details: Account No:..... Name:..... Branch:..... IFSC Code:..... Address:.....			
	Any other remarks:			

Date :/...../.....

The Minutes of the DPC to be attached

Signature of Applicant

Recommended / Not Recommended

(Signature Head of the Department)

Comments of Academic Program Office:

Approved / Not Approved

AR(AP)

(Dean UGS / PGS)

Note: Approval of the Vice Chancellor will be required in case of any deviation from the Institute Policy