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| 2012.07.20 EPS LOGO.eps |  |
| **INDIAN INSTITUTE OF TECHNOLOGY ROPAR**  **APPLICATION FORM FOR PARTICIPATING IN CONFERENCE/SYMPOSIUM**  **(in Abroad)** |

*(All columns are mandatory to be filled)*

**PART A:**

**GENERAL INFORMATION**

1. Name of PhD Scholar : Mobile No.
2. Department/Centre : Email ID:
3. Entry No. : Bank A/c No. :
4. Date of Joining :
5. Fellowship Category (Institute/CSIR/UGC/NBHM/Any other, please specify):
6. Area of Specialization :
7. Name of Supervisor(s) :

**PART B:**

**INFORMATION ABOUT THE CONFERENCE/ SYMPOSIUM**

1. Title of the conference/symposium:

Name of the society organizing the conference:

Is the conference organized by the recognized scientific society:

1. Venue :
2. Period of the event :
3. Period of connected visits (if any):
4. Purpose of the visit (Please (🗸) tick mark)
5. [ ] Presenting a paper Oral/Poster(please specify):

[ ] collaborative project [ ] Any other (specify):

1. Why would you like to attend this conference and what is its relevance with your PhD thesis:
2. Itinerary/Flight details (arrival & departure to the place of conference with complete details including from start of journey and returned back):

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| --- | --- | --- |
| Sr. No. | Departure [Time/date] | Arrival [Time/date] |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

1. Whether applied to DST/DBT/INSA/other funding sources? :

Any outcome? (please mention) :

1. Particular of any additional visit(s):

a) Purpose:

b) Justification:

c) Sponsorship:

1. Duty leave required: from : to No. of Days:
2. Visits abroad after joining the institute:

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| --- | --- | --- | --- |
| Countries Visited | Period | Purpose | Funding source |
|  |  |  |  |
|  |  |  |  |

1. Whether the report(s) on above visits were submitted? If yes, please enclose a copy of the last deputation report. [ ] Yes [ ] No
2. Financial support required (if any) from **Institute fund/ Project/ any other (please specify)……………………. Advance required : [ ] Yes [ ] No**
3. **I declare that, tickets will be booked from authorized travel agents as per GoI, Office memorandum dated 29.08.2022 i.e. from below travel agents.**

**a. M/s Balmer Lawrie & Company Limited. (BLCL),**

**b. M/s Ashok Travels & Tours (ATT),**

**c. M/s Indian Railways Catering and Tourism Corporation Ltd.(IRCTC).**

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| --- | --- | --- |
| **Sr. No.** | **Particulars** | **Amount (Rs)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| **Total** | |  |

**(Note:-In case any excess/unutilized advance drawn by students, the interest will be charged on unutilized advance amount as per Institute norms)**

**PART C:**

**SUPPORTING DOCUMENTS**

Following documents, to be attached along with the proforma while forwarding the application:

**\* please tick (🗸) whichever is applicable.**

a) [ ] Letter of Invitation Flag ‘A’

b) [ ] Copy of abstract Flag ‘B’

c) [ ] Conference brochure with registration fee detail Flag ‘C’

d) [ ] Acceptance of the paper Flag ‘D’

e) [ ] Accommodation cost/details Flag ‘E’

f) For additional visit(s)

[ ] Invitation Letter(s)/e-mails Flag ‘F’

[ ] Funding Arrangement(s) Flag ‘G’

(Attach relevant documents)

**Signature of PhD Scholar**

**Supervisor(s) Head of the Department**

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| **For Academic Section** |
| (For conference in Abroad)  Grant Eligibility Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Earlier Sanctionsemarks (From Academic Section):  **JA/SA JS AR DR/JR** |

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| **For Accounts Section** |
| (For conference in Abroad)  Grant Utilized Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Balance Available Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Passed for payment of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (80% of Estimated Amount).  **Dealing Assistant J A O/A O A R/D R/J R** |

**Dean (PG & Research)**

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| Academic Section for information and records.  **JA/SA** |

**Accounts Section for releasing of payment.**