

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

Form - A

APPLICATION FOR GRANT OF FULL FINANCIAL ASSISTANCE FOR ATTENDING CONFERENCE ABROAD

(Note: Application may not be considered if it is incomplete or does not have required enclosures)

1- Name----- Emp. Code-----

Designation ----- Deptt./Centre -----

Date of appointment ----- Date of retirement -----

Whether joined the Institute recently? If yes, state: -

(i) Date of joining----- Date of completion of probation-----

Details of research papers published in journals and conferences of repute:

Sl.No.	Particulars	Numbers	
		Total	Last three years
1.	Refereed journals*		
2.	Conferences		

*Attach a list of papers published during last 3 years.

Volume no., page no., month & year of publication of the journal must be specified for each REFEREED paper.

2-Particulars of the Conference (Enclose announcement/brochure/details of conference in support of conference of repute)

Name of the conference -----

Place & name of country -----

Date (s) of conference -----

3- Status of participation

(i) Presenting a paper ----- Yes/No-----

Please enclose a copy of letter of acceptance for presentation in the International Conference along with a copy of full paper.

(ii) Please write the title of the paper accepted for presentation in the Conference.

.....

(iii)Has any other co-author of this paper applied for funding from the Institute?

.....

4- Conference attended abroad within the period of last 3 years (Give details of visits)

Sl. No.	Name of the Conference	Purpose	Date & place of conference	Funding agency
(i)				
(ii)				

5- (Estimated Financial expenditure)

Air fare	Registration fee	Per Diem	Visa fee	any other expenditure

6- Amount of financial assistance requested ----- :

7- Details of amount utilized in the current block under PDA for the purpose-wise.

Conference (In and outside India)	Telephone/Books/ Computer Software etc.	Research Publication/Advanced level courses/Membership of Professional Societies etc.	Visit under professional upgradation	Total Expenditure

(a) Balance amount available in the current block under PDA: _____

(b) Above information given in (a) & (b) above is verified. (Signature of Office Supdt.)

8- Have you submitted Performance Appraisal for preceding year? Yes / No

9- Have you submitted/updated the Faculty Page? (Attach a hard copy) Yes / No

10-Request for the Ex-India leave for ___ days, from _____ to _____ No. of teaching (working days) days involved ____
Arrangements about classes _____ Nature of leave [(a) Special C.L.days, fromto.....(b)
E.L.....days, from.....to.....(c) Vacation.....days, from.....to.....excluding holidays
on.....]

11- I hereby undertake that, if the expenditure exceeds the prescribed limit, I shall not claim the excess expenditure, and pay back if reimbursed to me. In case I fail to do so, the Institute will have the right to recover the excess reimbursement made to me out of the payments due to me on any account.

Date -----

Signature of Applicant

Check list of enclosures

- (i) Brochure of the Conference : Yes/No
- (ii) Acceptance letter : Yes/No
- (iii) Copy of full paper as accepted : Yes/No
- (iv) List of publications during last three years : Yes/No
- (v) Copy of relevant minutes of DPC : Yes/No

Recommendations of Departmental Professorial Committee

- 1- The sanctioned staff strength of the Deptt./Centre: -----
- 2- Certified that Dr./Prof. _____ has ___ papers published in REFEREED journals and _____ papers in conferences during the 3-year period preceding the conference for which financial assistance is being sought.
- 3- Availability of the leave from the leave record if maintained in the Department:
- 4- The case is recommended by Professorial Committee of the Department/Centre for the sanction of Rs. _____ for full finance assistance and leave. (as per details at Sl. No. 9 above).
- 5- Verified the expenditure incurred under PDA by the concerned faculty as shown in point no.7 of page no.2.

Important : Please enclose copy of relevant minutes of DPC.

Date -----

Head of Deptt./Centre

Comments of Estt.-A Section

Availability of Leave, if leave record is maintained in the Estt. (A).....

Dealing Asstt. of the concerned PF

Application form is complete

Application form is incomplete due to following reasons:

Application has all requisite enclosures.

Application does not have following enclosures:

Dealing Asstt.

Supdt. (Estt.-A)

DY. REGISTRAR (Estt.-A)

Sanction of Ex-India Leave fromto.....(Special C.L. fromto....., E.L. from.....to.....with the permission to avail..... during the leave period) is accorded.

Dean (Faculty Affairs)

DIRECTOR

Financial Assistance of upto Rs. _____ is approved subject to availability of funds under PDA.

Dean (Faculty Affairs)