

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

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

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

1. This financial support is applicable to **WOMEN Students ONLY** for presenting papers in International Conferences.
2. **Maximum 2 (two) women students (one each from UG/PG and MS/Research Students)** who can be given financial support on the basis of (i) CGPA for UG/PG students **AND** (ii) merit of the research paper to be presented & number of research publications in highly reputed international journals for MS/Research students.
3. **The decision of the committee regarding financial support will be final.**
4. The financial support will be limited to Rs. 60,000/- (maximum) per student for Registration Fee, Travel Allowance, Accommodation and Food charges.
5. Students who have not availed financial assistance from the Institute/elsewhere for attending international conference are only eligible.
6. Each applicant must be an author of the accepted paper.
7. The paper must be based on work done at the Institute.
8. There must be a written communication from the Programme Committee of the Conference regarding the acceptance of the paper.
9. The papers must be presented either in oral or poster mode.
10. Each co-author (if any) of the accepted paper must give his/her consent in writing that he/she will not seek financial assistance from the Institute for presenting that paper himself/herself and that he/she does not have any objection to the author (applicant) making the presentation.
11. The applicant must have successfully completed PhD registration seminar in case the applicant is research student.
12. The applicant should present the paper in the Department/Centre/School before the application is recommended for the financial assistance.
13. The application must be made as follows:
  - (a) Application must be made in the prescribed format and be recommended by the Supervisor and 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) No objection from the co-authors
    - (v) Endorsement regarding oral/poster presentation by the HOD/HOC/HOS.
    - (vi) Biodata of the student along with complete list of publication.
14. **The hardcopy of the application should be submitted to the Deputy Registrar (Academic) within 31<sup>st</sup> March 2019.**

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

To

All Heads of the Department/Centre/School

- With a request to kindly circulate among all the students

# INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

## Financial Support to WOMEN Students for Presenting Papers in International Conferences held in Non-SAARC Countries from Unspent Infosys Foundation Grant

Sl. No.	Particulars	Information to be provided
1.	Roll Number	
2.	Name of the woman 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 ?	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 be 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?	
22.	Have you got any waiver of	

Sl. No.	Particulars	Information to be provided
	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