

# INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD

## PROFORMA FOR SEEKING FINANCIAL SUPPORT FOR ATTENDING CONFERENCE/SYMPOSIA FOR RESEARCH SCHOLAR

1.	Name & Roll Number of the Research Scholar	
2.	Programme	<input type="checkbox"/> MS(by Research) <input type="checkbox"/> PhD
3.	Name of Guide	
4.	Department	
5.	Name of the Event/Programme	
6.	Nature of the Event/Programme	<input type="checkbox"/> National <input type="checkbox"/> International
7.	Date(s) of Event/Programme	From _____ To _____
8.	Mode of Event/Programme	<input type="checkbox"/> Offline <input type="checkbox"/> Online
9.	Venue/Location of Event/Programme	

10. Whether presenting any paper\*:

Presenting a paper  Oral  Poster

*\*Kindly attach the Paper Acceptance/Invitation / details of the event*

11. Travel Plan :

i) Date of Onward Travel :

ii) Date of Return :

12. Breakup of Expected Expenditure :

Registration Fee	Travel fare	Stay and Boarding	Others if any	Total (In Rupees )

13. Financial Support :

i) From the organizers of the Event :

ii) From other sources :

14. Financial support requested from the Institute (In Rupees) :

Registration Fee  Airfare  Per diem/ DA within India  other expenses

15. Advance amount requested (*Applicable only for events outside india*):

16. Name of the Account holder (\*Scholar) :

i) Account Number :

ii) IFSC Code :

Certified that the details given above are true and correct.

Signature of Research scholar :

Date:

Recommendation of the Guide & Signature:

**FOR OFFICE USE**

Balance of funds available :

Details of Fund utilized/reimbursed till date:

**Break up of eligible advance:**

Registration Fee	Travel fare	Other Expenses	Per diem/ DA within India	Total (In Rs. )	Eligible Advance (In Rs.)

<b>Assistant Registrar (Academics)</b>	<b>Deputy Registrar (Academics)</b>
Recommended/Not Recommended	Sanctioned/Not Sanctioned
<b>Associate Dean (Academics, PG)</b>	<b>Dean (Academics)</b>