

**Application for Travel Grant to attend International Conference/National
Conference/Workshop/Field Trip (please specify)_____**
(For full time Ph.D. Scholars /M.S. (By Research)/M.Tech (By Research) (Please tick one)
(Please attach additional sheets wherever required)

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|--|--|
| 1. Applicant details | |
| Name of the Scholar | |
| Roll Number | |
| Programme | |
| Fellowship From | |
| Name of the School | |
| Date of Registration | |
| Mobile no & Email ID: | |
| Name of the thesis supervisor/Co-Supervisor | |
| 2. Purpose of visit (FieldTrip/Conference/Workshop/Research Collaboration) (invitation letter should be attached) | |
| Name of the event (If any) | |
| Name of the Organizer(s) | |
| Venue & Country | |
| Start and End date of the visit <i>(should be mentioned in the invitation letter)</i> | |
| Broad Area of the event | |
| State reasons for visit <i>(Please attach separate sheet)</i> | |
| If funds required for the Conference/Travel etc. Yes No <i>If Yes Mention the Funds which are required for the above mentioned visit: (Please tick one)</i> | |
| 1. As per Notification F.No.IITMandi/Acad/BoG/2022/2001-006 No. 6-07-2022 (Maximum Rs. 1Lakh/Rs. 20K) | |
| 2. As per Notification No. IIT Mandi/Acad/Notf./2022/4115-4122 dated 06-10-2022 (Maximum Rs. 25K for recurring expenses) | |
| 3. Any other source of funding(Please specify) | |
| 3. International Conference/National Conference/Workshop/Field Trip (If applicable) | |
| (a) Presenting paper (Oral/Poster) | |
| Title of the paper | |



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|--|--|
| No. of papers to be presented | |
| Name of the presenting author | |
| (b) Other Details (Please specify) | |
| 4. Particulars of financial assistance the applicant is applying for/receiving from other sources/Organizers for attending the event.* | |
| Name of the funding agency | |
| Sanctioned/committed amount | |
| Have you requested for registration waiver from the organizers? If Yes, attach the reply from the organizers | |
| Are you receiving any funding from your supervisor's grant ** | |
| Other Details (if any) | |
| Anticipated expenses (in INR) (Maximum of Rs. 1 Lakh (For PhD) and Rs. 20 thousand for MS(By Research/M.Tech(By Research): https://insite.iitmandi.ac.in/circulars/show.php?ID=F.No.IITMandi/Acad/BoG/2022/2001-006 (Maximum of Rs. 25 thousand for recurring expenses PhD Scholars) https://insite.iitmandi.ac.in/circulars/show.php?ID=IITMandi/Acad/Notf./2022/4115-4122 | |
| Total Air-fare via shortest route in economy class (both ways): Note For booking Air tickets: The tickets should compulsorily purchased from following three authorized Travel agents(As per GoI Notification No. 19024/03/2021-E.IV dated 16th June, 2022) viz: (i) <i>M/s Balmer Lawrie & Company Limited (BLCL)</i> (ii) <i>M/s Ashok Travel & Tours (ATT)</i> (iii) <i>Indian Railway Catering and Tourism Corporation Ltd. (IRCTC)</i> https://doe.gov.in/sites/default/files/Air%20ticket%20booking%20instructions%20dated%2016.06.2022_0.pdf | |
| Visa Fees | |
| Amount of Registration Fee | |
| Local expenses (attach the details) | |
| Total Amount | |
| Proposed date of leaving for the event | |
| Likely date of return | |
| 5. Accepted abstract/paper attached (YES/NO) | |

6. Last DC Progress Report was submitted on _____ and the Overall Remarks of the Report was _____.

7. **Details of previous International Conference/National Conference/Workshop/Field Trip. Fully or partially funded by IIT Mandi. (Attach Necessary documents)**

(Applicable only if funds are required from the Institute)

| Sr. No. | Name of Conference/visit and Venue | Dates | Funding Agency | Amount Claimed for the Conference/ visit | Amount reimbursed/settled |
|-----------------------------|------------------------------------|-------|----------------|--|---------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| Total Amount Settled | | | | | |

8. VERIFICATION OF THE FINANCE & ACCOUNTS SECTION

| Sr. No. | Type of event | Amount utilized in Rupees | Amount utilized in Rupees | Amount utilized in Rupees | Total amount utilized |
|---------|--|---------------------------|---------------------------|---------------------------|-----------------------|
| 1 | International Conference(Amount of the | | | | |
| 2 | National Conference | | | | |
| 3 | Field Trips | | | | |
| 4 | Others | | | | |
| | Total | | | | |

Certified that out of the earmarked amount **Rs.1 Lakh/ Rs. 20 Thousands/Rs. 25 Thousand (From Contingency grant for Ph.D. Scholars)** (Please Tick one), an amount of Rs. _____ has been utilized by Mr./Ms. (Name)_____ Roll No._____ for visit since his/her joining in the programme and Rs._____ is available for further utilization.

DATE:

ACCOUNTS OFFICE

Note:

- *For the applications to be considered, evidence of efforts in obtaining financial support from external funding should be provided.



- **Provide detailed sheet and receipt (documents).
- Please ensure that all required documents are attached according to checklist.

I declare that the information furnished in this forms above is correct and I have not exceeded the maximum limit of Rs. 1 Lakh/20 Thousands (Please tick one) for visit grant for PhD/M.S(By Research)/M.Tech (By Research scholars) at IIT Mandi as per Notification No. F.No.IITMandi/Acad/BoG/2022/2001-006 No. 6-07-2022

Signature of the applicant with date

9. Recommendations from the supervisor regarding the benefit expected to be obtained from the conference/Field Trips etc.

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Signature of supervisor

10. Recommendations from the TA supervisor (If any)

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Signature of TA supervisor

11. Approval from Doctoral Committee /Academic Committee Members:

| Sr. No. | Faculty Name | Signatures | Remarks if any |
|---------|--------------|------------|----------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

Recommendations of the School Chairperson and Remarks If any:

School Chairperson
(Signatures with date)

Recommended/Not Recommended
Associate Dean (Research)

Approved/Not Approved
Dean(Academics)

Check List for Travel Grant

1. Completed application form.
2. A copy of letter from other national or international agencies conveying partial support for travel, and other expenses, if any.
3. A copy of letter of acceptance from the organizer for presenting a paper.
4. A copy of abstract of the paper to be presented by the applicant at the event.
5. Detailed announcement and technical program of the event (Please attach photocopy of the announcement and indicate web site address).
6. To and Fro Air fare from web site.
7. Reasons for attending the National conference/international Conference/Field Trips etc.
8. Any request sent to the organizers (with their reply) for waiver of registration fee.

For field Trips:

9. Guidelines for **Field Trips** to be followed as mentioned on the following link:
<https://insite.iitmandi.ac.in/circulars/show.php?ID=IITMandi/Acad/2018/DS-1275-80>
10. Please attach a brief (max: 500 words) summary of the research project being undertaken.