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No.F.Acad RU/001-2023

Date: 20.01.2023

### Circular

Sub: Instructions regarding Institute financial assistance to MS and PhD scholars  
for attending conferences abroad - Reg.

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The Competent Authority of the Institute has approved a one-time travel grant to MS/PhD scholars (except part-time, external, staff, Project NHTRA category) for attending conferences abroad. The grant is region dependent, as given below:

**Table:1**

Baskets	Countries	One-time grant
1	America, Australia and New Zealand	Rs.1,50,000/-
2	Europe, Asia and Africa	Rs.1,40,000/-
3	Neighboring countries (Afghanistan, Bangladesh, Bhutan, China, Maldives, Myanmar, Nepal, Pakistan, and Sri Lanka)	Rs.1,00,000/-

The following item-wise expenditure limits apply:

**Table:2**

S.No.	Item-wise expenditure	Maximum limit
1.	Airfare	Chennai to venue of conference and back - cheapest available air fare
2.	Registration fees	At actuals subject to a maximum of 1000 US\$
3.	Per diem	50 US \$ for the conference days, plus two days – one prior to, and the other after the conference days.
4.	Room Rent	100 US\$ per day or actual room rent, whichever is less, for the conference days, plus two days – one prior to, and the other after the conference days.
5.	Visa fees	At actuals
6.	Taxi fare	i) To and fro from IIT Madras to Chennai airport subject to an upper limit of Rs.500/- per trip on production of bills. ii) To and fro from airport to the hotel/place of stay – at actuals on production of bills. iii) Commuting expenses from the place of stay to the venue of the conference and back will not be reimbursed.
7.	Travel within India for visa facilitation/ interview	II AC (from Chennai to the nearest railway station of the consulate/ embassy). In case the scholar travels by flight or any other mode, the reimbursement will be at actuals or entitled fare whichever is less.
8.	Travel insurance charges	At actuals
9.	Poster charges	One poster. A maximum amount of Rs.1,500/- on production of bills.

Note: At the time of final settlement of bills, the scholars will have to submit itemized details of expenditure (with supporting vouchers). If the itemized expenditure is below the authorized amount, the excess amount will have to be refunded to the Institute. The scholar will bear the expenditure if it exceeds the ceiling fixed by the Institute.

**General Guidelines:**

1. The support is given to present papers (oral or poster) at reputed international conferences abroad and cannot be used for attending summer or winter schools, short courses, competitions or other events. An amount of 80% of the total cost will be given as an advance to meet expenses.
2. The following criteria must be fulfilled to avail Institute financial assistance:
  - Ph.D.**
    - I. Completed course work and comprehensive examination satisfactorily.
    - II. Uploaded copy of paper/poster/abstract acceptance in Workflow.
    - III. Uploaded copy of quotation for air fare, applicable registration charges and visa fee in Workflow.
  - M.S.**
    - I. Completed the course work satisfactorily.
    - II. Uploaded copy of paper/poster/abstract acceptance in Workflow.
    - III. Uploaded copy of quotation for air fare, applicable registration charges and visa fee in Workflow.
3. The scholars will be permitted to attend only one international conference abroad with Institute financial assistance during his/her tenure.
4. Scholars upgraded from the M.Sc/MS./M.Tech. to the Ph.D. programme and Direct PhD students are eligible for financial assistance for a second conference, on the condition that the scholars should have a journal paper published/accepted. Upgraded MS scholars who have not availed financial assistance during the MS programme can avail financial support before the comprehensive examination.
5. Scholars who have been awarded the 'Institute Research Award' are entitled to financial assistance to travel to a second conference.
6. If the scholar has participated in an international conference virtually, registration fee will be reimbursable at actuals subject to a maximum of 1000 US\$. He/she is deemed to have attended one international conference abroad during his/her tenure.
7. If the scholar has participated in an international conference virtually and his registration fee is less than Rs.30,000/-, the conference will be treated as conference within India, as a Covid measure. The respective departments will administer this facility from the department recurring head.
8. If the scholar has participated in an international conference held within India and if the registration fee is more than Rs.5,000/-, the recommendation of DC/GTC is to be obtained for reimbursing excess expenditure. The expenditure towards this will be met from the department recurring head.

9. Time-limit for applying Institute financial assistance:

- (a) Scholars can apply for advance through Workflow before submission of thesis.
  - (b) They cannot apply for an advance after thesis submission, but can be reimbursed the amount spent subject to eligibility, if the conference date is before the date of thesis defense.
  - (c) If the conference date is after the date of thesis defense, he/ she has to refund the advance drawn if any, and is also not eligible for reimbursement.
10. The scholar should submit a brief report of the conference through the guide to the concerned HoD on his/her re-joining the Institute.
  11. Settlement of accounts for the amount drawn should be done with Finance & Accounts Section within 10 days after his/her return from the conference.
  12. If the travel is cancelled, and if the scholar has taken advance from the Institute, the advance has to be returned immediately, failing which appropriate action will be taken.
  13. PMRF scholars are not eligible for Institute travel grant. They can avail financial assistance from their contingency grant.
  14. The travel support is not available to the scholars who have exceeded their maximum duration of MS and PhD programme as per the ordinances. (MS R15 and PhD R16).

This circular supersedes earlier instructions issued vide this office circular No. F.Acad/Resprocess/2022 dt : 23.03.2022 & 13.12.2022.

This issues with the approval of the competent authority.

*Kmcy 23/1/23*  
Deputy Registrar (Research)

Deputy Registrar (Research)  
Academic Section  
Indian Institute of Technology Madras,  
Chennai-600 036.

To

All the Heads of the Departments  
All the Faculty members  
All the Ph.D. scholars  
All the M.S. scholars

Copy to:

The Dean (Academic Research)  
The Dean (Academic Courses)  
The Director  
The Registrar/ Deputy Registrar (F&A)