

Date: 28.11.2022

Circular

Sub: Guidelines Institute financial assistance for attending conference abroad - Reg.

1. All research scholars (MS and Ph.D.) except part-time, external, staff, project NHTRA are eligible for institute financial assistance upto a maximum of Rs.1,50,000/- including registration fee or actual expenses, whichever is lower. An amount of 80% of the total cost or a maximum of Rs.1,30,000/- will be provided as an advance to meet expenses.
2. The amount can be utilized to cover the following expenses:
 - a. Airfare from Chennai – Venue of Conference - Chennai. The air tickets are to be purchased through authorized agents viz. M/s. Balmer Lawrie & Co. Ltd., M/s. Ashok Travels & Tours and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC) only. **Otherwise, the claim will be rejected.**
 - b. Actual registration fees.
 - c. Per diem - 50 US \$ for the conference days plus two days.
 - d. Room rent - maximum of 100 US\$ per day or actual room rent, whichever is less, for the conference days plus two days (Receipt for room rent/hotel bills to be produced).
 - e. Visa fees.
 - f. Taxi fare from IIT Madras to Chennai airport and from Chennai airport to IIT Madras (Receipt to be produced).
 - g. Taxi fare from airport to hotel/place of stay (at the place of venue of the conference) and back (receipt to be produced. Please note that local transport expenses will not be reimbursed for commuting from the hotel/place of stay to the venue of the conference and back).
3. The following criteria must be fulfilled to sanction Institute financial assistance:

Ph.D.

 - I. Completed course work and comprehensive examination satisfactorily.
 - II. To upload a copy of paper/poster/abstract acceptance in workflow.
 - III. To upload a copy of quotation for air fare, applicable registration charges & visa fee in workflow.

M.S.

 - I. Completed the course work satisfactorily.
 - II. To upload a copy of paper/poster/abstract acceptance in workflow.
 - III. To upload a copy of quotation for air fare, applicable registration charges & visa fee in workflow.

The scholars need not upload the approval of the DC in workflow. Alternatively, the guide can review the standard of the conference and recommend for institute financial support in workflow itself, followed by the DC, Chairperson.

4. The regular scholars will be permitted to attend only one international conference abroad with Institute financial assistance during his/her tenure.
5. Scholars upgraded from M.Sc. / M.S./ M.Tech. to the Ph.D. programme and students who joined the Ph.D. program directly after B.Tech. qualification are eligible for financial assistance for a second conference on the condition that the scholars should have a journal paper published/accepted. Upgraded M.S scholars if not availed financial assistance during the M.S programme can avail the assistance and attend their first conference before comprehensive examination.
6. Scholars who have been awarded the 'Institute Research Award' are entitled for financial assistance for second conference.
7. Time-limit for applying Institute financial assistance:
 - (a) Scholars can apply for advance through workflow before submission of thesis. However, settlement of accounts for the amount drawn should be done within 10 days after the date of conference or before thesis defense whichever is earlier.
 - (b) They cannot apply for advance after thesis submission, but can reimburse the amount spent subject to eligibility, if the date of conference is before the date of thesis defense.
 - (c) If the date of conference is after the date of thesis defense, he/ she has to refund the advance drawn if any, and also not eligible for reimbursement.
 - (d) No dues will not be issued by the Accounts Section if the amount is not settled before the thesis defense.
8. The scholar should submit a brief report of the conference through guide and HoD to the Dean Academic Research (not exceeding two pages) on his/her re-joining the Institute.
9. Any concession availed on travel grant or registration fee should be reported to the Finance & Accounts section at the time of final settlement.
10. Settlement of accounts for the amount drawn should be done with Finance & Accounts Section within 10 days after his/her return from the conference.
11. If the scholar does not avail the financial assistance for some reason, he/she is requested to inform this office.


 Deputy Registrar (Research)

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

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)

DR (F&A)

DR (IC&SR)