

## **Financial assistance to students for attending conferences.**

### **RAITONALE**

In order to encourage the students to present their research work, it is recommended that PEC should support the students financially. To start with, it will be appropriate to earmark funds for financial support

### **A. FUNDS**

- 1) A sum of Rs. One lac for presenting papers in India (National Conferences).
- 2) A sum of Rs. Five lacs for presenting papers outside India (International conference).

### **B. APPLICABILTY**

The financial support can be extended to UG and PG students as well as Ph D scholars.

### **C. LIMIT OF SUPPORT**

- 1) For the international conference, the financial assistance should be restricted to Rs 25000/- per student. This assistance can be used for registration, travel and visa fee etc.
- 2) For the national conference, the financial assistance should be restricted to Rs 5000/- per student. This assistance can be used for registration, travel and any other related expenditure.

### **D. RESTRICTIONS**

- 1) This financial grant may be given to assist one UG student per department and one PG student/Ph D scholar per department per year, both for national and international conferences.
- 2) The grant will be made available only once to a student during his/her stay at PEC.

### **E. PROCEDURE FOR APPLYING**

- 1) A committee of the following will invite applications at the start of semester, through the Departments. Students can also apply during the semester.

Dean AA Chairperson

Dean RPD

Associate Dean RP&D

Associate Dean (PG) Convenor

The committee will recommend selected cases to the Director.

- 2) The student's application must be supplied with evidence in support of acceptance of paper for presentation in conference.
- 3) The application should normally be submitted immediately after acceptance of paper. In any case the applications for financial aid must be submitted at least 8 weeks prior to commencement of conference. The application has to be recommended by research supervisor or faculty advisor and respective Head of Department.
- 4) Undertaking, in the form of affidavit, is to be given to return back to PEC after presenting paper.
- 5) The papers based on the work carried out in PEC under formal/informal guidance of faculty shall be given preference in funding.

## **F. RELEASE OF FUNDS**

- 1) The expenditure incurred shall be reimbursed to the students after they have made the expenditure on the recommendation of Research Supervisor/Faculty Advisor and Head of concerned Department.
- 2) In case the funds are to be given prior to the conference, the 80% of the Rs. 5000/- or Rs. 25000/-, as the case maybe, may be given as advance to Research Supervisor/Faculty Advisor of the student.
- 3) The student availing such grant will submit on return:
  - a. One page summary of his paper presented at the conference.
  - b. A financial statement giving particulars of amount received from various funding agencies and amount spent on various heads like travel, visa fee, and registration fee etc.
  - c. A statement of accounts with all bills/vouchers for reimbursement of expenses.