Indian Institute of Information Technology, Nagpur

Department of _____

Application for Financial Assistance/reimbursement for Student's events

Date:

1. **Applicant Details:**

Name (Lead): _____ **Roll No:** _____

Email ID: _____ **Contact No.** _____

2. **Details of Team Members (Name –Roll No – Contact No.):**

Sr. No	Name	Roll No.	Contact No.

3. **Event Details:**

Event Name:

Type: (Conference/Hackathon /Cultural/Sports/Entrepreneurship and Leadership (Attach Brochure):

Organizing Institute: _____

Type of Institute (IIT/NIT/IIIT/Institute of Central Universities, IISERs, etc., Institutes of eminence and Private Universities/Institutions):

(NIRF- Overall Ranking): _____

Event Location: _____

Event Dates: From _____to_____

4. **Previous Participation & Achievements (if any): (Attached separate sheet if necessary)**
   (Provide details of events previously attended and achievements, if applicable.)

   _____

   _____

   _____

5. **Received any financial funding previously from IIITN**: YES/NO

   Details (If Yes): _____

6. **Financial Details (Attach proof):**
   (Provide an estimated breakdown of expenses)

Registration Fee:₹	
Accommodation: ₹	
Food:₹	
Travel Expenses: ₹	
Total Estimated Cost: ₹	

7. **Justification for Financial Assistance:**
   (Why is financial assistance required, and how will this event benefit your academic / research / professional growth?)

   _____

Date: **Signature of Applicant**

Dept. Scrutiny Coordinator-CSE	**Head of Department CSE**	**Dept. Scrutiny Coordinator -ECE**	**Head of Department ECE**

Chairman, Scrutiny Committee
Associate Dean (Student Welfare)

Registrar

Approved / Not Approved

Director

Attachments:

1. Event Brochure
2. Intimation mail
3. Proof of previous achievements
4. Proof of registration fee receipt, TA, Accommodation details
5. Separate sheet can be attached for additional information if required
6. Approval copy (For reimbursement)
7. Achievement or outcome of the event (For reimbursement)
8. Two sided one-page report in below format (For reimbursement)
9. Attendance to be submitted in attached format

Report on [Event Name]

Event Details:

Name of the Event:
Date & Venue: [Date, Location]
Organized by: [Organization/Institution Name]
Duration: [Hours/Days]

Objectives of the Event:

Key Highlights:

Personal Experience & Learning:

Challenges Faced:

Outcomes & Achievements:

Conclusion:

Note:

- ✓ The application should be limited to a single page, utilizing both sides, with all supporting documents attached as annexures.
- ✓ You should submit the application at least 8 days in advance or as early as possible. Last-minute applications may not be considered by the committee. However, in exceptional cases, the committee may consider upon request.
- ✓ Attendance for the committee evaluation is mandatory. However, in exceptional cases, the committee may consider a re-evaluation upon request.

Guidelines for Financial Assistance to Students

1. **Selection/Qualification**: Whether the student/team has been officially selected, shortlisted, or invited to participate in the event.

The team must have cleared at least one preliminary round in the event for consideration of financial assistance in its next round.

OR
If direct participation is involved, the team will receive financial assistance only upon winning the event, if applicable.

2. **Financial Cap**: A maximum financial limit is set per student or per team for participation in a particular event.

The financial assistance provided shall be limited to INR 15,000 or the actual expenditure incurred, whichever is lower. The team must clearly identify members whose presence is essential for attending the event.

For participation in foreign conferences (version 10 and above), the maximum financial assistance permitted is INR 20,000 per team or the actual expenditure incurred, whichever is lower.

3. **Number of Times Financial Support**: Defining how many times a student can receive financial assistance from the institute during an academic year.

A student can apply for financial assistance only once in an academic year.

4. **Priority Criteria**: Giving preference to students representing the institute in reputed national/international events, presenting projects/papers, or participating in final rounds.

Attendance of the student should be greater than 75% not to compromise with their academic performance.

All team members must be present in the scrutiny committee meeting to be considered for financial assistance.

5. **Earlier Participation at IIIT Nagpur**: Consideration of whether the student has actively participated in institute activities or events earlier.

The student must attach a participation certificate in the proposal of the activities or events held in our Institute.

6. **NIRF Ranking/Type of institute**: IIT's/Nit's/IIIT's/Top universities: A team must visit only reputed institutes (NIRF top 100) for participating in any event.

General Guidelines for Financial Assistance

1. Financial assistance is provided to support students/teams participating in approved academic, technical, or professional events.

2. Assistance is granted subject to availability of funds and prior approval from the competent authority.

3. A maximum financial limit is applicable per student or per team to participate in the event as per institute norms.

4. The sanctioned amount shall be the approved limit or the actual expenditure incurred, whichever is lower.

5. Teams must clearly identify essential members whose participation is necessary for the event.

6. Financial assistance for international conferences shall be considered separately, with specific limits and conditions.

7. All applications must be submitted in advance with complete supporting documents (event details, acceptance letter, budget estimate, etc.).

8. Reimbursement will be processed only upon submission of original bills, receipts, and proof of participation.

9. Participants are expected to adhere to institute policies and maintain proper conduct during the event.

10. Any misuse of funds or submission of false documents will lead to cancellation of assistance and possible disciplinary action.

Guidelines for Reimbursement of Expenses for Student's Events

1. Prior Approval of Expenditure to be incurred should be taken from Competent Authority with expected Expenditure Amount. Also at the time of submission of reimbursement of Expenses if Expenses incurred is more than approved amount an additional amount won't be reimbursed.

2. While submission of reimbursement of expenses, fill reimbursement of expenses proforma (available at Institute website in Student section). Make note sheet with the summary of all original bills and the bills should be in proper sequence with self attested along with original approval, report of event undergone should be submitted.

3. Original invoice copies should be submitted with payment proof and each submission should have Self Certification. Without bill and payment proof, such expenses won't be reimbursed.

4. It is advised to avoid payment in Cash. Online payment proofs are required for settlement.

5. In case of computerized bills like bus / metro tickets, food bills and etc, kindly take photocopy of all such computerized bills and original bills shall be pasted beside its photocopy in A4 page collectively.

6. It is advised to keep one photocopy of the entire set of bills and approval with you.

7. Guidelines on TA/DA admissible for Students for attending workshop / conference only:

Travelling Allowance:

a) Shortest route sleeper Class train fare is allowed to claim to student. (Tatkal/premium train/Vande Bharat SL fare are not allowed to claim).

b) Round journey (by shortest route) by public bus (no AC) is allowed provided in case train is not available on the journey route.

c) Local transport within city by public bus/autorickshaw (limited to Rs. 115/- per day within the city)

d) Cab / Fuel / Auto tickets or online payment proof should be attached for local travel.

e) Bills of foods should be attached or online payment proof should be attached.

Food / Accommodations:

a) Food: Limited to or not exceeding to Rs. 400/- per day

b) Accommodation: Limited to or not exceeding Rs. 450/- per day

c) Bills of foods should be attached or online payment proof should be attached.

8. Reimbursement of Expenses proforma and bills should be submitted at Registrar Office for approval and further process.

10. This is only Financial Assistance to student to participate in inter college level competition. Institute will be reimbursed Registration, travelling, food & accommodation Expenses Only.

Attendance Proof

Subject	STUDENT NAME ENROLLMENT NUMBER	STUDENT NAME ENROLLMENT NUMBER	STUDENT NAME ENROLLMENT NUMBER	STUDENT NAME ENROLLMENT NUMBER	Faculty Signature
COURSE 1(Theory)	%	%	%	%	FACULTY NAME AND SIGN
COURSE (Lab)	%	%	%	%	
COURSE (Theory)	%	%	%	%	
COURSE (Lab)	%	%	%	%	
COURSE (Theory)	%	%	%	%	
OOPS (Lab)	%	%	%	%	
COURSE (Theory)	%	%	%	%	

Note: ALL SUBJECTS SHOULD BE MENTIONED INCLUDING LABS ALSO.