NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL
WARANGAL – 506004, TELANGANA - INDIA
राष्ट्रीय प्रौद्योगिकी संस्थान वरंगल
वरंगल - 506004, तेलंगाना - भारत
(An Institute of National Importance under the Ministry of Education, Government of India)

APPLICATION FORM

STANDARD FORMAT-M-7(a)

To
The Dean Academic,
NIT, Warangal

DATE: _____

(Through Proper Channel)

Respected Sir,

Sub: Request for Financial Assistance to Attend Conference/Seminar/Symposium for Paper Presentation-Reg.
Ref: Acceptance Letter / Email received from (Institute Name) _____ on _____.

I, _____ Roll No._____ Ph.D (Full-time) ☐ /(M.Tech ☐ / MCA ☐ / MBA ☐ / M.Sc.(Tech) currently studying in [Year] _____ and [Semester] _____ working under the Guide/supervision of _____ in the Department of _____ hereby request financial assistance to attend the National ☐ International ☐ Conference titled _____ _____ to be held from _____ to _____ at _____. I have been selected to present my research paper titled "_____

Previous claims	3rd & 4th sem.	Rs.
	5th & 6th sem.	Rs.
	7th & 8th sem.	Rs.
	9th & 10th sem.	Rs.

The proposed expenses are as follows:

1.	Registration Fee	Rs.
2.	Per-Diem Allowance	Rs.
3.	Traveling charges (by Train (AC-3T)	Rs.
	Total:	Rs.

Mobile No. _____ Email ID:_____ **Signature of the candidate**

Encl: 1) Copy of the Acceptance Letter ☐ 2) Copy of the Brochure ☐ 3) Copy of the previous claim ☐ 4) DAC Committee Minutes ☐
5) Copy of the CVV Completion (4A) ☐ 6) Train fare (AC-3T) Estimation ☐

UNDERTAKING

I hereby affirm that the research work presented in this paper is entirely my original work, carried out under the guidance of my guide/supervisor. I also confirm that I have not received any financial support for the claimed expenditure from any other source, agency, or organization for attending this event. In the event that any false information is discovered later, I understand that disciplinary action may be taken against me.

Signature of the candidate

Review of the Guide/Supervisor: The above candidate is attending the Conference/Seminar/Symposia for the Presentation of Research paper(s) etc., which further improves the necessary skills for completing part of the thesis objectives. Hence, permission may please be given to attend the Conference/Seminar/Symposia for presentation of research paper(s), etc. and DAC poceddings attached herewith.

Note:

Signature of the Guide/Supervisor with date

1) The eligible amount for full-time Ph.D. scholar(s), as per the gudielines, is Rs. 60,000/-, applicable from the 3rd sem. to 10th sem., subject to the maximum ceiling.
2) The eligible amount for PG student(s), as per the gudielines, is Rs. 10,000/-, applicable for the final year., subject to the maximum ceiling.
3) All regular, registered students are eligible for the Ph.D. (Full-time) / PG programs, except for Ph.D. (Part-time), PDF, self-financed, DASA, SII & Non-COMPEX students.

Recommendation of the Head of the Department: The above candidate is recommended to attend the conference/seminar/symposia and other events for presenting research papers, etc., in accordance with the proposed expenditure and relevant guidelines..

Signature of the Head of the Dept. with Date

No. NITW/AA-7/

(FOR OFFICE USE ONLY)
ACADEMIC SECTION

Date: _____

Submitted to the Dean (Academic):

It is submitted that the above candidate has been recommended by the Head of the Department to attend the conference / seminar /symposia for paper presentation. The Dean (Academic) may kindly approve the payment of Rs. _____ under the Head of account "**Conferences/Seminars/Symposia -E-054**."

Approved / Not approved

Jr. Asst. Superintendent-SG-I Dy. Registrar

DEAN (ACADEMIC)