



INDIAN INSTITUTE OF PETROLEUM AND ENERGY

Visakhapatnam – 530003

Telephone No.: [0891-2585152](tel:0891-2585152), Email: office@iipe.ac.in, website: www.iipe.ac.in

International Travel Support to Students Guidelines

FINANCIAL SUPPORT TO STUDENTS FOR ATTENDING INTERNATIONAL CONFERENCE/SYMPOSIUM/WORKSHOP

It is strongly recommended that the applicants to approach various other extramural funding agencies before applying for this grant.

Eligibility:

U.G and P.G:

1. The grant can be sanctioned to students for attending international conference/symposium only once during their course of study at IPE, Visakhapatnam.
2. 3rd and 4th year Bachelors and Final Year Masters students will be considered.
3. Students with back-log and disciplinary action will not be considered.
4. Students with CGPA > 8.5 will be considered.
5. No of Grants: The total no of sanctioned grants for financial support would be limited to 2 per academic year (1st July to 30th June) per department.

Ph.D:

1. The grant can be sanctioned to students for attending international conference/symposium only once during their course of study at IPE, Visakhapatnam.
2. Should have successfully defended Registration Seminar.
3. Only Full-time students can apply.
4. Ph.D. students are advised to utilize cumulative contingency grant for international collaborations

Other Guidelines:

1. The grant is subject to limitation at Annexure-I
2. The total number of days for which daily allowance can be claimed should in no case exceed the number of conference days plus one day before and one day after the conference. Only days outside India shall be counted towards the above.
3. Student should be presenting paper at the conference/symposium. Attending conference/symposium without paper presentation is not supported under this grant.
4. Only one student per each paper accepted will be eligible for the grant.
5. Advance amount is not allowed under this grant.
6. The following are inclusive in the grant:
 - a. Travel, Visa, Insurance and related fees
 - b. Registration fees
 - c. Other (including boarding, lodging, local travel, food bills & miscellaneous expenses).
7. The grant cannot be split to attend multiple conferences.
8. The grant cannot be utilized alongside with full financial support from other organizations.
9. The conference/symposium should be conducted by reputed global academic/scientific bodies. Paper presented in predatory Conference/symposium shall not be considered for grant.

Selection criteria:

While selecting candidates from a Department for the financial assistance quality of the paper is given the highest consideration. The order of preference is given below:

1. Full paper based selection and oral presentation.

2. Abstract based selection and oral presentation.

Application and Approval Procedure:

1. On acceptance of abstract /full paper/ invitation from the conference email and/or invitation letter from conference organizers along with duly filled application form along with attachments to be submitted at the office of the Dean (R&D) for consideration. Applications should be received well in advance of the conference (i.e., at-least 3 months in advance)
2. After processing through Assoc. Dean (R&D), the application will be placed for selection committee meeting. The selection committee meeting is comprised of:
 - a. Associate Dean (R&D) – Chairperson.
 - b. Associate Dean (Academics)
 - c. Associate Dean (International Affairs)
 - d. Associate Dean (Student Affairs)
 - e. HoD of Departments
3. Selection committee meets once every month during the last week to scrutinize the applications (if any).
4. The minutes of the meeting of selection committee along with all the above documents will be placed for the Competent Authority's consideration.
5. After approval from competent authority, an order will be issued to student regarding:
 - a. Leave cum tour approval.
 - b. Financial support approval.

Settlement of Financial Assistance (After conference/symposium):

1. The candidate need to give a public presentation (to be organized by department) within 2 weeks of return from conference/symposium. Selection committee members shall be invited to the presentation.
2. The following documents need to submitted to office of Dean (R&D) with-in 1 month of return from conference/symposium:
 - a. A report on participation/work through the Faculty Supervisor & HoD.
 - b. Documents related to settlement of financial assistance granted by the Institute (duly enclosing all bills & supporting documents counter signed by Supervisor/mentor).
 - c. Participation Certificate is mandatory.

Guidelines to Student:

1. Air-Fare estimate should be from one of the following:
 - a. Balmer Lawrie & Company Limited (BLCL)
 - b. Ashok Travels & Tours (ATT)
 - c. Indian Railways Catering and Tourism Corporation Ltd (IRCTC)
2. Here is a list of GoI and Industry granting organizations: (Usually financial support request is sent in 3-6 months in advance)
ICSSR, ICPR, DST, CSIR, ICHR, INSA, DBT, UGC, ICMR, IBRO, TATA Trust, Microsoft, Google ... etc.
3. No attendance waiver will be considered for the tour period.

Annexure - I

Category	List of Countries	Limits on Financial Support
Category-I	North America, Australia, South America, New Zealand	Rs. 1,00,000/-
Category-II	Europe, Far-East Asia, Japan, China, Hong Kong, Taiwan, Korea, Indonesia, Africa	Rs. 70,000/-
Category-III	Neighboring Countries, Sri Lanka, Nepal, Bangladesh, Burma, Pakistan, Gulf Countries, Singapore, Malaysia, Thailand, Maldives	Rs. 40,000/-
Category – IV	Other Countries	Case to Case basis