***Annexure – 1***

**APPLICATION PROFORMA FOR PARTIAL FOREIGN TRAVEL GRANT FOR RESEARCH SCHOLARS**

1. Scholar details
   1. Name of the scholar:
   2. Name of Department:
   3. Date of Admission (Month/Year): Registration/Enrollment number**:**
   4. Date of birth: dd / mm / yyyy Age: Years / months **Sex:** Male / Female
   5. Full Address:
   6. Mobile number: Email:
   7. Name of thesis Supervisor(s):
2. Name of the International Event (Conference/Seminar/Symposium):
   * 1. Name of the Organizer(s)**:**
     2. Credentials with respect to the year (xth conference)/quality (h index etc.)/ CORE Computer Science Conference Ranking <https://portal.core.edu.au/conf-ranks/)/> OXFORD University ([https://www.cs.ox.ac.uk/people/michael.wooldridge/ conferences.html](https://www.cs.ox.ac.uk/people/michael.wooldridge/%20conferences.html)): Yes/No/Don’t Know
     3. Attached a copy of letter of invitation from Organizer conveying the acceptance of paper for presentation: YES/NO
     4. Attached a copy of the paper to be presented by the applicant at the event: YES/NO
     5. Venue & country:**:**
     6. Start & End date of the Conference**:**
     7. Proposed date of leaving Institute for the event
     8. Likely date of return
3. Purpose of visit.
4. Presenting Paper **:** Oral/Poster
5. No. of papers to be presented **:**
6. Whether first author **:** YES/NO
7. Are the findings being presented as result out of PhD research of yours ? Yes/No
8. Particulars of financial assistance the applicant is applying for/receiving from other sources/ Organizers for attending the international event:
9. Name of the funding agency :
10. Sanctioned/committed amount (enclose copy if available):
11. Own funds (if any):
12. Anticipated Expenses :

|  |  |
| --- | --- |
| 1. Total Air-fare by shortest route in economy class (both ways). Enclose a certificate from Government approved travel agency (Balmer Lawrie /IRCTC/Ashok Travels & Tours) |  |
| 1. Visa Fee |  |
| 1. Registration Fee |  |
| 1. Accommodation |  |
| 1. Local travel, etc |  |
| **Total (Rs)** |  |

1. Details of International/National events attended during the program, (name of the event, dates, venue in chronological order). If the event is sponsored by Institute or any other funding agency, the reference number may also be indicated. (Attach separate sheet, if necessary)

(a)

(b)

(c)

1. Research papers published in refereed journals by the applicant giving names of all authors, title, and name of the journal, volume, year and page numbers. Reprint of the one best paper should be appended with as Annexure – III (Please do not include abstracts, conferences proceedings etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No | Names of all authors | Title | Name of the Journal and Volume, Year and Page Number | **Page Numbers-** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

1. Indicate clearly, the benefit expected to be derived by attending the event (Attach separate sheet 100 words only)
2. Any other information which you may like to furnish in support of your application.

## I declare that the information furnished above is correct and I have not availed support from ABV-IIITM Gwalior previously under this scheme.

Date : Signature of applicant

Signature of the Supervisor(s) DPGC - Convener

Signature of HoD

***NOTE: Completed / recommended form should be submitted to DOAA.***

Please see the following checklist and ensure all documents mentioned in the checklist are enclosed with the application.

**CHECK LIST**

* One copy of the completed Application from.
* A copy of letters from parent or other national or international agencies conveying partial support for travel, and other expenses ,if any
* A copy of letter of acceptance from the organizer for presenting a paper and/or to Chair a session/participate as a keynote speaker or to attend a training programme.
* A copy of the paper to be presented by the applicant at the event.
* Detailed announcement and technical programme of the event (Please attach photocopy of the announcement).
* The benefit expected to be derived by attending the event (100 words)
* A certificate for Air-India indicating the cost of return air fare by economy class by shortest route.
* Duty adjustment (if any): YES/NO
* Plagiarism report (copy of research paper generated through the software) YES/NO