

**ABV-Indian Institute of Information Technology & Management, Gwalior**

**Part I**

We are presenting a paper as per the following details:

Names with of Co-authors			
Title of the paper			
Name of the conference /Journal			
Dates of the conference			
Venue			
Registration fee + Transaction fee (Specify in Rs/\$/ Euro etc.)			
Other details about the conference			

**Enclosed (kindly give enclosure):**

- a) Copy of the paper
- b) Acceptance letter from conference secretariat/journal

**Part II :**

B.1 The paper being submitted for presentation is our original work and not been submitted elsewhere for publication/presentation.

B.2 We have NOT availed the facility of sponsorship from the institute earlier.

OR

I/We have availed the facility in -----(mention year) and ---- (mention year).

B.3 The novelty of the paper is due to:

(N<sub>1</sub>).....

.....

(N<sub>2</sub>) .....

.....  
(N<sub>3</sub>) .....  
.....

B.4 I/We undertake the responsibility of submitting a copy of the paper to the library, and also understand that failing to do so will result in disciplinary action.

B.5 We also understand that if any information is found to be incorrect, we are liable for punishment (which may include penalty/expulsion etc.)

B.6 The paper is recommended for the conference/journal due to the following reasons:

(R<sub>1</sub>).....  
.....

(R<sub>2</sub>) .....  
.....

(R<sub>3</sub>) .....  
.....

**Signature:** .....      .....      .....

**Name:** .....      .....      .....  
**Faculty 1      Faculty 2      Faculty 3**

**Date:**

<b>Part IV</b>
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I will take the advance and also take the responsibility of settling the advance within a period of 3 weeks from the date of getting the money:

Signature

Name of faculty:

Recommendation by the Director

**To:**

**1. Registrar**

**2. FA/CAO**

- 3. PA to Director: To maintain a copy of the paper and covering letter**
- 4. Faculty co-author.**