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			
(students)			
Roll Number			
Names of Co-authors(Faculty)			
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			

Pre Approval for Presenting a Paper/Attending Conference:

Part II : To-be- filled by student(s)

	Student 1	Student 2	Student 3
Signature Name:	:		
B.5		any information is found to include penalty/expulsion etc.	be incorrect, we are liable for)
B.4	understand that failing to c	do so will result in disciplina	•
D 4		sibility of submitting a conv	
	(N ₂)		
	• • •		
B.3	The novelty of the paper is		`` ```
		ility in(mention year) ar	
B.2	1	facility of sponsorship from	the institute earlier OR
	elsewhere for publication/	1	6
B .1	The paper being submitte	d for presentation is our or	iginal work and not been submitted

Part III : To be filled-in by Faculty co-author

- (i) I/we declare that the work presented in this paper is a joint work done with the students arising out of BTP/MTP/Term assignment/any other (Pl specify) and understand the implications of IPR attached with this paper.
- (ii) The paper is recommended for the conference/journal due to the following reasons: (R_1)
 - -----
 - (R₂)
 -
 - (R₃)

.....

Part IV: Details of Previous presented paper/attended conference (sponsored by the Institute)

Sn	Author(s)	Title	Conference/ Journal	Date	Reg./TA charges paid by the Institute
1					
2					
3					
4					
5					

* If required attach a separate sheet.

Part V : Declaration

We take full responsibility for IPR/Copy Right Issues and declare that we will submit all the desired documents in the prescribed format. We also agree to work with the Institute as marked by the competent authority in the area of within 6 months. There after we will be eligible for reimbursement of journal/conference fee/charges as per the Institute rules.

Signature of Author	Signature of faculty/ co-author(s):
Name:	Name:
Date	
Mobile No.	
Enclosed (kindly give enclosure):	
a) Copy of the paper	
	C / · //· 1

b) Acceptance letter / Invitation letter from conference secretariat/journal

Recommendation by the Director

Pre approval for the above is sanctioned. Dr./Mr. will do work with Institute for hours then he/she is eligible for reimbursement of the amount.

(Director)

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To: Author

ABV-Indian Institute of Information Technology & Management, Gwalior

Request for Reimbursement of Charges towards Presenting a Paper/Attending Conference:

we have presented a paper / atten	ded conference. Details	are as follows:	
Names with of Co-authors			
(students)			
Roll Number			
Names of Co-authors(Faculty)			
Title of the paper			
Nous of the conformer of the second			
Name of the conference /Journal			
_			
Dates of the conference			
Venue			
Registration fee + Transaction			
fee (Specify in Rs/\$/ Euro etc.)			
Other details about the			
conference			

We have presented a paper / attended conference. Details are as follows:

The total expenditures is Rs...... Kindly reimburse this amount. We are enclosing the following documents:

- 1. Pre Approval Form
- 2. Copy of Accepted/Published Paper
- 3. Receipt of Payment

Signature of Author

Name: Date

Signature of faculty/ co-author(s):

Name:

Mr Has worked with me	All enclosed documents (1-3) were checked by
for hours.	me.
(Signature)	(Faculty I/c)
Name:	Name:
We have received a copy of published paper for	All bills / receipt are checked by me. Payment
the Institute Library.	may be released to Dr./Mr
(Library In-charge) Name:	(F&A Section) Name:

(Internal Auditor)

(Incharge F&A)

(Registrar)

DIRECTOR