



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मन्त्रि विवेकियन्त्रण | A Decreed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची- ८३५२१५ (भारत) | MESRA, RANCHI - 835 215 (INDIA)

Ref.No.: APO/2026-27/ 06

23 July 2026

NOTIFICATION

POLICY FOR PROVIDING FINANCIAL ASSISTANCE TO UG, PG AND PHD STUDENTS FOR PRESENTING PAPER IN THE CONFERENCES/SEMINARS

The Advisory Committee for Academic Programme (ACAP) in its 61st meeting held on 08th November 2021, approved the following policy for providing financial assistance from the Departmental Budget Head to Under-Graduate, Postgraduate and PhD Students for presenting Paper in the Conferences/Seminars, as per the following guidelines:

- Types of Financial Assistance .
 - Registration Fee : Up to Rs. 8000/- only.
 - Travel Allowances : Train Ticket (To & From) - **Sleeper Class by shortest route** shall be reimbursed on production of the original tickets.
 - In case of other mode/class of travel, the reimbursement shall be restricted to amount equivalent to the Sleeper Class ticket only.
 - No other expenses shall be reimbursed.
- Selection of UG/PG/PhD students for participation in the proposed Conferences/ Seminars shall be discussed in the respective Departmental Policy Committee (DPC) meeting and its recommendations shall be forwarded to the Dean (PGS)/Dean (UGS) **for prior approval**.
- The financial assistance to the UG and PG Students shall be provided only for presenting Papers in the conference/Seminar, **only once** during the entire period of the program, however to the PhD Students, the financial assistance shall be provided for presenting Paper in the conference/Seminar, **twice** during the entire period of the program. However, **no financial assistance under this policy shall be admissible to Ph.D. scholars after the successful completion of their Final Viva-Voce Examination**. Any request for financial assistance or reimbursement in respect of Conferences/Seminars held after the date of the Final Viva-Voce Examination shall not be entertained.
- The above provision shall be applicable for the **current Financial Year 2026-27 onwards** if sufficient funds in the conferences/seminars Budget Head are available in the respective Departments, and for subsequent financial years, a separate Budget may be proposed under Sub-head "**Conferences and Seminars**" by each Department for this purpose.

This is issued with the approval of the Competent Authority.

Copy to:

1. All Deans, HoDs and Section Heads
2. P. S. to Vice Chancellor
3. Webmaster- for suitably uploading the same
4. All Noticeboards
5. File




Dr. Rajesh Jain 23/7/26
Registrar



BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956)

MESRA, RANCHI - 835215 (INDIA)

APPLICATION FORM

Financial Assistance for Presenting Papers in Conferences/seminars (UG,PG and PHD Students)

1.	(a) Name : _____	(b)	In case PhD Scholar [Please Tick (✓)]	FT	PT
	(c) Roll Number : _____	(d)	IRF/IRS/SF/Project	Yes	No
	(e) Contact Number : _____				
2.	Name of Conference/Seminar :				
3.	Place : _____	Date	From _____ To _____		
4.	Exact period of absence from the Institute with Justification and for any extended period of stay, (if so desired):		From _____ To _____		
5.	Title of the Paper to be submitted with names of all the authors in the case of multiple author papers: (enclosed the copy)				
6.	Paper Presentation in Conference//Seminar [Please Tick ()]	Oral	Poster		
7.	Estimated Ta required (To & From) Sleeper Class by shortest route	Rs.			
8.	The amount of the Registration Fee to be Paid (if any)	Rs.			
9.	Number of paper, so far presented so far in Seminars, Conference etc. Give details: (If any financial Assistance availed from the Institute)	No. of Papers	Amount		
10.	Bank Details: Account No: Name : Branch : IFSC Code : Address :				
	Any other remarks: _____				

Date:/...../.....

The Minutes of the DPC to be attached

Comments of Academic Programme Office:

AR (AP)

Signature of Applicant
Recommended/Not Recommended

(Signature Head of the Department)

Approved/Not Approved

Dean (UGS/PGS)

Note: Approval of the Vice Chancellor will be required in case of any deviation from the Institute Policy