

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:
(R₁).....
.....
(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

Name:

Date

Mobile No.

Signature of faculty/ co-author(s):

Name:

Enclosed (kindly give enclosure):

- a) Copy of the paper
- 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)

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 / attended conference. Details are as follows:

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			

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 for..... hours. <div style="text-align: right;">(Signature) Name:.....</div>	All enclosed documents (1-3) were checked by me. <div style="text-align: right;">(Faculty I/c) Name:.....</div>
We have received a copy of published paper for the Institute Library. <div style="text-align: right;">(Library In-charge) Name:.....</div>	All bills / receipt are checked by me. Payment may be released to Dr./Mr..... <div style="text-align: right;">(F&A Section) Name:.....</div>

(Internal Auditor)

(Incharge F&A)

(Registrar)

DIRECTOR