



Coimbatore Institute of Technology

COIMBATORE- 641014

Guidelines and Procedures for availing Travel and Registration support

Students

V2 Updated on 05.05.2025

1. Student availing the support scheme, must complete the application form as per the template available in the institution website.
2. Student must submit application prior to 4 weeks from the date of the conference or event.
3. The scheme is applicable ONLY to conference/ technical events/hackathons
4. Standing committee will scrutinize the application and recommend for financial approvals
5. Students shortlisted for final round in technical events/hackathon (National Level), on a merit basis, application will be considered for funding support.
6. Students participating in technical events/hackathon (National Level), ONLY registration fee will be considered under this scheme.
7. The funding amount includes support for registration fee, transportation [sleeper class train fare/bus fare], accommodation within a budget of Rs2000/- twin sharing basis and food / logistics [Rs 300/ per diem]
8. For UG/Programs, student can avail the travel support grant ONLY once in a year.
9. For travel support applications, if a student's work includes a co-author, that co-author must be their supervisor (i.e.one faculty member). Furthermore, a supervisor can be listed as a co-author on a maximum of two papers from students applying for this travel support.
10. Application processing requires submission of registration fee details, conference/hackathon details, and the first page of the paper (including author names). If the event has been attended, a participation certificate is necessary.
11. All applications must be forwarded through Head of Department.
12. Deserving cases may be considered based on the recommendation by the standing committee.
13. Short report enclosed with certificate of participation along with bills should be submitted to DEAN, IAIC within TWO(2) weeks of completion of the event.
14. Detail of travel support application form is available in the institution website.

Ramk

Raj