



SOP for the conference grant to the students of Jalpaiguri Government Engineering College was prepared in the meeting of the research advisory committee held on 18.06.2025 & 24.06.2025.

**GUIDELINES FOR FINANCIAL SUPPORT TO THE STUDENTS FOR PARTICIPATION IN CONFERENCES PROVIDED BY JALPAIGURI GOVERNMENT ENGINEERING COLLEGE ALUMNI ASSOCIATION**

**Objective:**

The objective of providing financial support to students from the Jalpaiguri Government Engineering College Alumni Association for participation in the conferences to encourage and support students in presenting their research work, networking with peers, and gaining experience in academic conferences.

**Eligibility Criteria**

1. **Student Status:** The applicant must be a registered current student of Jalpaiguri Government Engineering College.
2. **Conference Relevance:** The conference should be relevant to the student's field of study or research.
3. **Paper Presentation:** The student must be the presenting author of a paper or poster at the conference.
4. **Nature of the Conference:** Conference should be flagship conference of IEEE, Science Direct, Springer, Elsevier, ASME, ASCE.
5. Applicant must be the presenting author of the paper. Co-authors should include other students of the college and faculty members of the college.
6. Finally the paper must be accepted and considered for publication.

**Financial Support**

1. **Registration Fee:** Financial support will only be provided for conference registration fees.
2. **Travel Grant:** Primarily Financial support will not be given for travel expenses, including transportation and accommodation.
3. **Other Expenses:** Financial support also will not be provided for other expenses, such as food and local transportation.

**Application Process**

1. **Application:** Students should submit an application, which will include details such as:
  - Student's personal and academic information ( Roll No., e-mail address, phone no. etc)
  - Conference details, including title, date, and location
  - Paper or poster title and abstract
  - Estimated expenses and budget
  - list of co-authors ( students co-authors and faculty co-authors)
2. **Supporting Documents:** Students may need to submit supporting documents, such as:
  - Student ID card
  - Conference Paper acceptance letter
  - Invoice or quote for conference registration fee
  - Travel itinerary and estimated expenses
  - Detail of the bank account to which payment will be made in the form of first page of passbook or crossed cheque.
3. Hard copy of said application duly recommended by the concerned Head of the Department will be submitted for initial processing.





4. Soft copy of the application alongwith said document are to be emailed to the email address: [rac@jgec.ac.in](mailto:rac@jgec.ac.in)

5. After attending the conference, the copy of participation certificate, acceptance of paper for publication and soft copy of the paper will be sent to the the email address: [rac@jgec.ac.in](mailto:rac@jgec.ac.in)

#### Selection Criteria

1. **Academic Merit:** The student's academic merit and research work will be considered.
2. **Relevance of Conference:** The relevance of the conference to the student's field of study or research will be considered.
3. **Availability of Funds:** The availability of funds will be considered.

#### Disbursement of Funds

1. **Reimbursement:** Funds may be disbursed as reimbursement for expenses incurred.
2. **Advance Payment:** Funds may be disbursed as an advance payment, subject to certain conditions but in general advance payment will not be given.
3. **Partial Payment:** Due to shortage of fund, expenses may be reimbursed partially.
4. **Research Advisory Committee** will meet on first Monday of every month to decide about the applications received in the last month. Subsequently, the details will be forwarded to the Alumni Association with recommendation for necessary processing.

#### Reporting Requirements

1. **Report Submission:** Students may be required to submit a report on their conference participation, including:
  - A summary of the conference
  - A reflection on the benefits gained from attending the conference
  - A financial report, including receipts and expenses
  - A seminar presentation on the content of the paper may be given by the concerned student at department/ college.

#### Other Conditions

1. **Acknowledgement:** Students may be required to acknowledge the financial support received in their conference presentation or paper.  
It may written as follows:  
"Partial financial support for the conference registration was provided by Jalpaiguri Government Engineering College Alumni Association."
2. **Compliance:** Students should comply with all rules and regulations governing the financial support.

Director (RAC)



Principal  
25/06/25