VIGNAN'S
Foundation for Science, Technology & Research
(Deemed to be University)
-Estd. u/s 3 of UGC Act 1956

F.No. VFSTR/Reg/A4/42 /2024 Dated: 18.06.2024

Sub: VFSTR (Deemed to be University) – Policy on Reimbursement of Conference registration fee for UG and PG Student Presentations – Regarding

Ref: 1. Letter dated 12.06.2024 of Incharge Dean R&D alongwith the recommendations of Dean R&D.
2. Approval note orders of the Vice-Chancellor dated 15.06.2024

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Policy on Reimbursement of Conference registration fee for UG and PG Student presentations

I. Introduction

VFSTR recognizes the importance of fostering a culture of research among undergraduate (UG) and postgraduate (PG) students. To encourage student participation in scholarly discourse and dissemination of research findings, the university offers a program to reimburse conference registration fees for students presenting their work at qualifying conferences. VFSTR believe that presenting research at conferences is a valuable learning experience for students. This program aims to remove financial barriers and encourage active participation in scholarly discourse. This initiative aims to foster a culture of research among students and encourage them to share their findings on a wider research platform.

II. Eligibility Criteria:

- The student must be currently enrolled in a UG or PG full-time program at VFSTR.
- The presented research work must be authored or co-authored by the student applicant(s).
- The student applicant must be the presenting author.
- The presentation must be either an oral presentation or a poster presentation.
- The conference proceedings must be included in either the IEEE Xplore or Scopus/web of science database.
- The scheme is not applicable for abstract proceedings.
- The student must provide proof of acceptance and a copy of the accepted abstract/paper.
- Student can avail this facility once in a year.

III. Funding Source:

- Reimbursements will be processed from the contingency grant of the respective departments.

(P.T.O)

IV. Application Procedure:

1. Application for Reimbursement should be as per the Form available on the university's R&D website (to be made available in due course).
2. The following documents to be attached to the application form: -
   a) Proof of Acceptance letter/email (from the conference organizers).
   b) A copy of the accepted abstract/paper.
   c) A copy of the student ID card attested by HoD.
   d) Proof of payment for the conference registration fee (receipt or invoice).
   e) A letter of recommendation from the student's supervisor/faculty advisor endorsing the presentation and its significance along with HoD and School Dean remarks.
3. Submit the completed application form and supporting documents to the Office of Dean, R&D.

V. Selection Criteria:

Applications will be reviewed by the office of Dean (R&D) based on the following criteria:

- **Quality of Research Work:** The originality, significance, and methodology of the research presented.
- **Relevance of Conference:** The alignment of the conference theme with the student's field of study and the potential impact of presenting the research at that specific conference.
- **Student's Academic Performance:** The student's overall academic record, demonstrating their commitment to research endeavors.

VI. Additional Information:

- Students are encouraged to discuss potential conference presentations with their faculty advisors or research supervisors for guidance and support.
- In case of any queries, please contact the Dean (R&D) office.
- Any extraordinary cases arising in connection with this matter shall be referred to the Vice Chancellor.

The above rules and regulations will come into force with immediate effect.

REGISTRAR

VIGNAN'S FOUNDATION
FOR SCIENCE, TECHNOLOGY AND RESEARCH
(Deemed to be University)
VADLAMUDI - 522 213
GUNTUR (DISTRICT), A.P, INDIA.

To: All Deans, HoDs and Directors

Copy to: PA to the Vice-Chancellor
Dean, R&D
Finance officer, Assistant Registrars, Master file