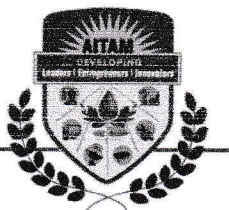# aitam

## ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

**An Autonomous Institution**

Approved by AICTE
Permanently Affiliated to *JNTUK*
All UG Courses Accredited by *NBA, AICTE*
Accredited by *NAAC A⁺*, UGC

## CIRCULAR

Date: 09 / 12 / 2025

This is to bring your notice that, to encourage research culture and to promote quality publications arising from B.Tech project work, the Institute will provide financial support exclusively towards conference registration fees for students presenting papers in Scopus or Web of Science (WoS) indexed international conferences. The reimbursement amount shall be up to a maximum of ₹5,000/- per project batch, applicable only for final-year project-related publications.

**Note:** Please refer to page 2 for detailed instructions and page 3 for the approval form.

**DIRECTOR**

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## Guidelines for Applying for Conference Registration Fee Reimbursement

In order to streamline the approval and reimbursement of conference registration fees, students must adhere to the guidelines provided below. These instructions detail the required documents, approval process, and timelines.

- ✓ Only final-year project-related publications are eligible, with a maximum sanction of ₹5,000/- per project batch.

- ✓ Prior approval from the R&D Cell is mandatory before registration, and the initial acceptance letter must be submitted along with the approval request.

- ✓ Conference registration must be completed on or before April 30.

- ✓ 50% of the fee will be released at the time of registration (after producing the paid registration bill).

- ✓ Remaining 50% will be released after presentation and submission of the presentation certificate.

- ✓ Applicable ONLY for final-year B.Tech students, and the paper must be directly related to their final-year academic project.

- ✓ All project batch students must be included as authors (addition and order of authors may be decided by guide).

- ✓ Only Scopus/WoS indexed conferences are eligible.

- ✓ A conference paper that has already been considered for student registration reimbursement will not be eligible for the R&D incentives to the guide/faculty.

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