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| 1. Name of the Faculty : | 3. Designation : | 5. Nature of Event : |
| 2. Department : | 4. Scale:  Grade Pay | 6. Name of the Event |

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| 7. Place (S) of the event (Visit) Conference / Training Course / Workshop Seminar / Symposium / Others (Complete Address): | |
| 8. Duration required for the event with date (S) :  From\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_To \_\_\_\_\_\_\_\_\_\_\_\_\_\_No. Of days:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 9. Organizer of the event: | |
| 10. For conference / Training Course / Workshop / Seminar / Symposium / Others write purpose with special reference to PG Courses and research activities carried out at NITJ (if necessary attach separate sheet): | |
| 11. Relevance of the visit / training to the project objectives: | |
| 12. Clear objective and outcome of the visit: | |
| 13. Attach (i) brief CV / biography (ii) certificate of relevance with IDP | |
| 14. Attach certificate from HoD regarding relevance of the event for the applicant and by stating that the event will benefit the department for the applicant | |
| 15. Date and time of departure from the Institute: | |
| 16. Date and time of arrival from the Institute: | |
| 17. Whether going to present research paper : Yes/No | |
| 18. Title of Paper | |
| 19. Attach the accepted paper, acceptance letter, NOC from co-authors: | |
| 20. Proposal submitted above in consonance with TNA: Yes/ No  If No then please comment and verified by HoD (Attach Separate Sheet) | |
| 21. Attach arrangement of the institute assignments during the duration required for the event: |
| 22. Total cost involved Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Only)  Please give cost details (Attach separate sheet , if necessary)  Registration Fee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TA/DA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other Travel Cost within India / abroad: \_\_\_\_\_\_\_\_\_\_\_\_\_  Per day Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Others, If any (Special) |

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| 23. Details of the events already attended during the current calendar year (1st Jan, 2013 -31st Dec, 2013) / till date | | |
| Title of event | No. Of teaching days included | Paper Presented |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

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| 24. Signature of the Faculty / Staff with date | 25. Recommended/ Not recommended by HoD  Signature (with seal) of the HoD: |

**For office use only**

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| Clerk TEQIP-II (For checking the details at Sr. No. 23 are in order/ not in order and whether all the necessary documents are attached) | Nodal Officer (Acad.) |
| Nodal Officer (Finance)(for budgetary provisions) | TEQIP Coordinator |
| May approve please and may give permission for issuing of office order please:  **Director** | |

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| Nodal Officer (Acad.)  (For office order) | Clerk TEQIP-II |