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| 1. Name of the Student  (Full time students only) |  | | 4. Nature of Event : |
| * 2. Roll No. |  | |
| 3.Department : |  | | 5. Name of the Event |
| 6. Place (S) of the event (Visit) Conference / Training Course / Workshop Seminar / Symposium / Others (Complete Address): | | | |
| 7. Duration required for the event with date (S) :  From\_\_\_\_\_\_\_\_\_\_\_\_\_\_To \_\_\_\_\_\_\_\_\_\_\_\_\_\_No. Of days:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 8. Organizer of the event: | | | |
| 9. Relevance of the visit / training: | | | |
| 10. Clear objective and outcome of the visit: | | | |
| 11. Attach (i) brief CV / biography | | | |
| 12. Attach certificate from HoD regarding relevance of the event for the applicant and by stating that the event will benefit for the applicant | | | |
| 13. Date and time of departure from the Institute: | | | |
| 14. Date and time of arrival from the Institute: | | | |
| 15. Whether going to present research paper : Yes/No | | | |
| 16. Title of Paper | | | |
| 17. Attach the accepted paper, acceptance letter, NOC from co-authors: | | | |
| 18. Total cost involved Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Only)  Please give cost details (Attach separate sheet , if necessary)  Registration Fee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Others, If any (Special) | | | |
| 19. Details of the events already attended during the current calendar year / till date | | | |
| Title of event | | Duration of the visit | |
| 1 | |  | |
| 2 | |  | |

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| 20. Signature of the student | 21. Signature of the Supervisor | 22. Recommended/ Not recommended by HoD  Signature (with seal) of the HoD: |

**For office use only**

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| Clerk TEQIP (whether all the necessary documents are attached) | Nodal Officer (Academic) |
| Nodal Officer (Finance)(for budgetary provisions) | TEQIP Coordinator |
| May approve please and may give permission for issuing of office order please:  **Director** | |