



NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

G.E. Road, Raipur – 492010 (C.G.)

Website: www.nitr.ac.in, email: dean_rnc@nitr.ac.in

Fax no:-0771-2253934

Application for Approval/Reimbursement under TEQIP –III

(FOR ATTENDING EVENT CONFERENCES/SEMINAR/WORKSHOP/TRAINING PROGRAMME)

1. Name and Designation of the Applicant :
2. Name of the Department :
3. Nature of the Appointment : Regular/Contract/Temporary
4. Sex : Male/female
5. Amount requested in this application :
6. (a)Name of the event/conferences/seminar/workshop/training programme

(b) Venue : _____

(c) City : _____

(d) Country : _____

(e) Dates from : _____ to _____

(f) Nature of conference/seminar/workshop/training programme

National ☐

International ☐

(h) Details of organiser: _____

7. Have you attended any conferences/event in the past or in current semester funded by TEQIP-III: Yes/No. (If yes provide the details)

8. Details of paper (if applicable)

a. Title of paper to be presented (attach copy of paper)

b. Co-authors', name, address, designation and highest qualification (if applicable).



9. Travel plan

Date	Time	From	To	Mode

10. Details of financial assistance acquired/being acquired from other funding agencies and/or Event organiser/CPDA

11. Details of expected expenditure

S. No.	Head	Amount(Rs.)
1.	*Airfare (excursion economy class only)/Travel Fare	
2.	Registration fees	
3.	Accommodation charges	
4.	Other expenses (local travel, food, etc)	
5.	Total expected expenditure Rs.)	

*Travel has to be done through Air India only in case of Air Travel. Permission to travel by private air lines can be attached in case of non availability of Air India flight or for suitable reasons.

12. Alternate arrangement made for academic/administrative work during the absence from NIT Raipur

13. Nature and days of leaves requested for stay (CL/Special leave/EL vacation).



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CERTIFICATE

I certify that-

- (a) The details given above are correct
- (b) I am a regular faculty/staff of this institute.
- (c) If the information supplied is found to be incorrect, I will refund the entire money to NIT Raipur (TEQIP –III).
- (d) The money received will be used for the purpose for which it is sanctioned
- (e) I will present the paper and share conference experience with NIT Raipur after attending the event.

(Signature of Applicant)

Recommended/Not recommended

(Head of the Department)

Approved/Not Approved

TEQIP Co-ordinator

NOTE:-

- 1) The candidate has to make a presentation before Head of the department and all invited faculty members of the institute to share the conference/seminar/workshop/training programme experiences. A certificate to this effect signed by Head of the Department should be submitted at the time of making a claim for the reimbursement of travel support. The claim will be settled only when such certificate is enclosed.
- 2) Leave details and work load adjustment should be verified by Head of the department before recommendation.
- 3) TA/DA will be admissible as per eligibility.

Enclosures:

- 1) Announcement of the event
- 2) Invitation letter from the event organizer
- 3) Copy of accepted paper
- 4) NOC from co-author (if any)