

**JIS COLLEGE OF ENGINEERING**  
**(AN AUTONOMOUS INSTITUTION)**  
**KALYANI, WEST BENGAL, INDIA**

**Application Form for Travel Grant under TEQIP 1.2**  
**Mention**

- (i) it is training in your subject domain  
or  
(ii) participation in Seminar/ Conferences/ workshop for your research  
up-gradation etc.

1. a) Name of the Conference/Seminar/Symposium/Workshop:  
b) International/National  
c) Venue  
d) Date  
e) Organizers

2. Purpose of Visit (put a tick mark against the appropriate place)  
a) Chairing a Session:  
b) Invited talk/Delivering Plenary Lecture:  
c) Oral presentation:  
d) Poster presentation:  
e) Participation:

3. Details of papers  
a) No. of Papers to be presented:  
b) Title of the paper(s) to be presented:

c) Nature of Paper (Single/Co-authored):

4. Travel Plan (from the place of working to the Conference & back)

Date	Time	From	To	Mode

5. Details of Expenditure

Sl. No.	Head	Amount (in Rs.)
1	Local Travel	
2	Outstation Travel [by Train/Air (excursion/economy class only)]	
2	International Travel (Air fare excursion/economy class only)	
3	Registration Fee	
4	Boarding and Lodging	
5	Sundry Expenses	
6	<b>Total</b>	

6. Assistance required from College under TEQIP 1.2

7. Details of Conference/Seminar/Symposium/Workshop (National/ International) attended in the last three years, if any (Name, Venue, Date, Funding agency and amount)

8. Relevance of the Conference/Seminar/Symposium/Workshop related to the academic activities of the Institute/Institutional reforms.

9. Clear objectives of the International travel proposed [Answer only in case of travelling abroad]

10. Clear indication of the expected outcome of the International tour and consequent value addition to the academic activities of the Institute. [Answer only in case of travelling abroad]

11. Daily schedule of activities to be covered during travelling abroad. [Answer only in case of travelling abroad]

**Important points to be noted in case of International travel:**

- Any international tour undertaken without Competent Authority's approval will not be considered a part of the Project and, therefore, expenditure incurred will not be eligible for reimbursement.
- Heads of Institutions should avoid travel during the end of the financial year.
- The period of Study and Networking tours should be limited to seven working days. This limit is not applicable to other activities.
- All austerity measures like discount on training fee, accommodation etc. should be availed. The travels should be undertaken only under the available cheapest restricted economic class airfare.
- The officials visiting abroad are required to prepare a detailed report of their visit, clearly specifying the gains and an action plan for implementing the feasible activities. A copy of the report of each participant should be sent to NPIU/SPFU and should also be hosted on the institution's, SPFU's website and also linked to NPIU's website.
- The experience should also be shared with fellow faculty of the institution.

### C. CERTIFICATE

I. I certify that (a) the details given above are correct (b) if the information supplied is found to be incorrect on later date I shall reimburse the entire money to the Institute, (c) the money received will be used for the purpose for which it is sanctioned, (d) in case financial assistance is received from the organisers or any other agency I shall pay back the amount granted by the Institute, and (e) I shall abide by the decisions of the Institute.

I shall explore all the avenues to set up academic relations with any Institute/Department in the vicinity of the place of my visit. I also assure that after returning back I shall furnish one feedback report and share my academic/ Industrial experience with the teachers and staffs of the College through a oral/poster presentation.

Place

(Signature of the applicant)

Grade pay:

Date

### CERTIFICATE FROM THE HEAD OF THE DEPARTMENT

II. I certify that

1. The details given by the applicant are correct.
2. The applicant has not availed the provision in the last 2 months.
3. The Applicant has enclosed all the relevant documents/paper.
4. The Applicant has taken permission from the institution.

Signature

(Head of the Department)

Name in Block letters

Date

Address

Office Seal

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Signature of the Project Nodal Officer

Signature of the Coordinator TEQIP

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Signature of the Head of Institution

Signature of the TEQIP Coordinator