



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
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 organizer: _____

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 privet 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 Manipur

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



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 Manipur (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 Manipur after attending the event.

(Signature of Applicant)

Recommended/Not recommended

(Head of the Department)

Recommended/Not recommended

TEQIP Co-ordinator

Director:

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) The candidate must apply for approval from TEQIP at least one month before the programme.
- 4) The total estimated budget for attending a single programme is limited to maximum of **Rs. 50,000/-(Fifty thousand only) from TEQIP – III fund.** 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)