



(B) Domestic

- (i) Date of Visit :
- (ii) Place of Visit :
- (iii) Purpose :
- (iv) Amount of support received from the Institute :
- (v) Amount of support received from the other sources :

6. Detailed estimate of the travel support needed :  
(maximum admissibility as per Office Order No. D.O./2016/483 dated 17 August 2016)

- (i) Registration fee :
- (ii) Train fare /Air fare :  
(enclose airfare certificate from AI in case of international travel)
- (iii) Cost of boarding/lodging/local conveyance :
- (iv) Visa fee :
- (v) Medical insurance fee:

(Signature of the applicant with date)

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In my opinion this visit will be beneficial for the student. The visit will not hamper his/her academic study and other responsibilities in the institute in any way.

(Signature of the Class Teacher/Convener/  
Chairperson of relevant RFAC)

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I have verified

- 1) Marks of the student (other than research scholars)
- 2) Whether the candidate was awarded travel grant earlier
- 3) Whether Ph.D. thesis has been submitted (in case of research scholars)

Please tick (✓) whichever is applicable above.

Comments (If any) :

Verified & forwarded

(Signature of Verifying Authority, Dean's Office)

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Check list of supporting documents (tick whichever is relevant)

1. Letter of Acceptance/Invitation
2. Reviewer Reports
3. Conference details with Registration information
4. Resume (Max. 2 pages) with marks in examinations & list of publication, if any
5. Letters(s) of recommendation
6. Evidence of application for external funding  
(Min. 2, enclose copies of the application forms only)
7. Airfare Certificate from Air India or Recognised Travel Agency

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Please note that approval of the travel support is conditional on your being eligible for travel support on the date of the journey. If you are no longer eligible, this approval will automatically stand cancelled and we would have no responsibility of reimbursing any part of the expenses that you may have made.

Recommendations by the Student Travel Grants Committee :

Recommendation by the Dean of Studies :

Signature of the approving authority.

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