Khulna University of Engineering & Technology

Khulna 9203, Bangladesh

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| **Application for the Permission to Present Technical Paper in Conference/Seminar at Home & Abroad**  [To be submitted at the office of Director (R&E)] | | |
|  | | |
| 1. | a) | Name of the Applicant : |
|  | b) | Designation : |
|  | c) | Department : |
| 2. | a) | Name of the Conference : |
|  | b) | Place & Country : |
|  | c) | Period of the Conference : |
| 3. | a) | Title of the Paper (a copy of the Full Paper to be enclosed): |
|  |  |  |
|  | b) | Name of the Author (s) (the sequence same as the paper): |
|  |  |  |
| 4. | Name & Address of the Inviting Authority (invitation letter to be enclosed): | |
| 5. | Name, Designation & Department of Author to Present the Paper: | |
| 6. | Has the Research been Conducted in this University? (Write in brief within 25-50 words): | |
| 7. | Has the Paper been Presented/Published elsewhere? 🞏 Yes 🞏 No | |
| 8. | Do you like to Apply for **Financial Assistance** from this University? 🞏 Yes 🞏 No  (If yes, please fill-up the items from 9 to 12. Otherwise, please go to 13.) | |
| 9. | Did you Attend any Conference in Bangladesh in this Fiscal Year? 🞏 Yes 🞏 No  (If yes, Please provide the following information) | |
|  | a) | Name of the Conference : |
|  | b) | Place : |
|  | c) | Amount Received/to be Received : |
| 10. | Did you Attend any Conference in a Foreign Country within the last 2 Years  in your Active Service Period from the Date of this Conference? 🞏 Yes 🞏 No  (If yes, Please provide the following information) | |
|  | a) | Name of the Conference : |
|  | b) | Place & Country : |
|  | c) | Amount Received : |
| 11. | Has/Will the Financial Assistance been/be Received from other Source to  Present this Paper? (If yes, Please provide the following information) 🞏 Yes 🞏 No | |
|  | a) | Source : |
|  | b) | Amount Received/to be Received : |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 12. | Information on Tentative Expenditure(in BDT/US$) | | | |
|  | a) | Registration Fees (if any) : |  |  |
|  | b) | Travel Cost (Total) : |  |  |
|  |  | Food & Lodging Cost (Total) : |  |  |
|  | c) | Others (Please specify) : |  |  |
|  |  | Total (in figure) Tk = |  |  |
|  |  | In word = | | |
| 13. I hereby declare that the above mentioned information is true to the best of my knowledge.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Date : Signature of the applicant with stamp | | | | |
| 14. Decision of the Departmental Monitoring Committee: | | | | |
| (i) No. & Date of the meeting: | | | | |
| (ii) This research work has been conducted/not conducted in this university | | | | |
| (iii) The committee recommend/do not recommend the application | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Date : Signature of the Head of the Department with stamp | | | | |
| **FOR OFFICE USE ONLY**  (for necessary information/comments/decision) | | | | |
| **Office of the Director (R & E)** | | | | |
| 🞏 Recommended 🞏 Not Recommended  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date : Signature of the Assistant Director (R & E) Signature of the Director (R & E) | | | | |
| **Office of the Comptroller** | | | | |
| 🞏 The statement of 9 & 10 is verified. Additional remarks (if any): | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date : Signature of the Assistant/Deputy Comptroller Signature of the Comptroller | | | | |
| **Office of the Registrar** | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date : Signature of the Registrar | | | | |
| Note:  (i) In Bangladesh, financial assistance may be provided for Registration Fee. In addition, based on the region, a fixed amount is to be provided to cover Travel, Food & Lodging cost as: (a) Khulna & adjacent: Tk.1000/- (b) Rajshahi, Northern & Barisal region: Tk.3,000/- (c) Dhaka region: Tk.7000/- and (d) Sylhet & Chittagong region: Tk.10,000/-. However, total financial assistance for presenting technical papers in a fiscal year will not exceed Tk.20,000.00/- (Taka Twenty Thousand).  (ii) In Foreign countries, the financial assistance may be provided for the actual cost of Registration, Travel, Food & lodging, etc. as supported by the Vouchers/Bills, which in total will not exceed the amount of: (a) West Bengal, Assam, Tripura & adjacent areas of India: Tk.25,000/- (b) Other region of India & SAARC countries: Tk.40,000/- (c) Middle East & South East Asian countries: US$750/- (d) Japan & Other countries: US$1300/- (conversion rate in BDT same as the date of approval). As per rules, to apply for financial assistance, the applicant must have at least 2 years active service for the first time and also for the consecutive. | | | | |