

S. B. JAIN INSTITUTE OF TECHNOLOGY, MANAGEMENT & RESEARCH, NAGPUR



(An Autonomous Institute, Affiliated to R.T.M. Nagpur University)
(NBA Accredited- Electrical Engg., Electronics and Telecommunication Engg. & Mechanical Engg- 2024-27)



Emerge as a Leading Institute for Developing Competent and Creative Professionals

Incentive form for Attending Conferences /STTP/FDP [6]

Instructions: 1) All entries should be computerized 2) Strikeout which is not applicable 3) Follow guidelines

Academic Year

1. Applicant's Details:

Department:	ME	EE	ET	CS	EMT	FY	MBA	
Applicant's Name Bold (Surname First):						Mobile No:		
Designation:			Student- Semester:			Email ID:		
No. of times Incentive is claimed under this category during current academic year?						00	01	02

2. Event particulars:

Theme of Event							
Level of Event		International Conference in India		STTP	FDP	Seminar	Place of Event:
6.1	6.2	6.3	No of Days:		From-To:		

3. Registration and Expenses:

Mode:	HQ to Event place: Rs.	Back to HQ: Rs.	Total Expenses: Rs	
Registration Fee Rs.	Permissible Rs.	Total (Travel+ Fee) amount Claimed Rs.		
Documents Attached	1. Fee payment receipt	2. Attendance Certificate	3. Prior Approval	Fare Tickets

4. Declaration:

1. Credits earned by me shall be assigned to the Institute.
2. If excess payment made to me is noticed, I will pay back.
3. The information furnished by me is correct.

Signature of Applicant:

5. For office use:

Authority	Comment	Dated Signature
Departmental Activity In-charge	All details are filled in. Documents attached.	
Head of the Department	Claim may be please be approved	
Institute Level Activity In-charge	Verified details. Amount may be sanctioned.	
Principal	Approved	
CED	Recommended for payment of Rs	

6. For Accountant:

Bank: Cheque No: Date: Amount:

Seal
