



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.)



Emergence as a Leading Institute for Developing Competent and Creative Professionals

Reimbursement form for Special Incentives [5 & 7]

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

							Academic Year		
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:

1. Professional Membership [5.1]	Name of Professional Society:								
	ISTE membership No:						Domain -->		
	Membership fee Rs.			Claimed Rs.			Documents-payment Receipt		
2. International Level award I, II, III Prize [7.1, 7.2, 7.3]	Name of award:						Authority:		
	Date of Award:		Prize		I II III		Documents-Certificate from Authority		
3. National Level award I, II, III Prize [7.4, 7.5, 7.6]	Name of award:						Authority:		
	Date of Award:		Prize		I II III		Documents-Certificate from Authority		
4. State Level award [7.7]	Name of award:						Authority:		
	Date of Award:		Documents-Certificate from Authority						
5. Convener of I/N Conference Organized in the Institute [7.8]	Was it SCOPUS/UGC?						Dates		Offline/online
	Theme:						Documents-Office order		
6. Co-Ordinator of STTP/QIP/FDP organized in Institute minimum six days. [7.9]	Title:								
	Dates From			To			Total No. of participants:		
	No. of External participants						Attach office order		
7. Chairing Technical Session of International Conference at any place [7.10]	Title of Conference								
	Institute						Date		
	Documents 1) Attendance certificate. 2. Approval for duty leave								
8. Invited as Keynote Speaker in International Conference in India [7.1]	Title of Conference								
	Institute						Date		
	Documents 1) Attendance certificate. 2. Approval for duty leave								
9. In-house Resource Person for STTP/FDP/Seminar/Workshop [7.12]	Title:								
	Topic Delivered:								
	Date:			Documents: Certificate form to Convener of Program					
10. Developed MOOC [7.13]	Title:						AICTE/UGC/NPTEL/ Approved		
	Institution affiliation:						Documents-Link for the course		
11. Book / Book Chapter [2.1]	Title:						Domain		ISBN
	Publisher:						First Author- Yes/No.		
	Article Link						Documents: 1. Copy of Book 2. Pre-Approval		

॥ विद्या धनम् सर्वधनं प्रधानम् ॥

12. National award as mentor [7.14]	Smart India	Hackathon	Toyathon	Chattrasena	Incubation
	Entrepreneurship	Start-up	Innovation	Document: Certificate from Authority	

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	

5. For Accountant:

Bank: _____ Cheque No: _____ Date: _____ Amount: _____
Sea
