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.)

Emerge as a Leading Institute for Developing Competent and Creative Professionals

Application for Prior Approval before Event

Instructions: 1) Application should be computerized. 2. Application should be submitted 15 days before the event.

	Attending I/N Conference abroad [6.4]	Application should be submitted 15 days in advance to the Management for prior approval. • Application should contain following information. • Name of Applicant, Department, Designation, Email ID, Mobile number, Date of joining, • Invitation Details, Organizer, Name of the Institute, Place, Country, Theme of Conference, Dates of Conference • Registration fee, Travel Expenses and Accommodation Expenses, Tour program • Details of efforts made by the applicant to explore grants from other resources, • Benefits to the Students and institute • Documents- 1. Invitation Letter 2. Copy of Paper/Presentation 3. Details of Break of Travel and Accommodation expenses, 4. Schedule of tour Program.
02	**I/N Conference in India [6.1, 6.2]**	• In-case Conference is outside Nagpur, similar application as explained in Serial No-I above should be submitted to the management 15 days in advance.
03	**Seed money [8.5]**	For seed money, application with following details should be submitted 15 days in advance to the Management for prior approval. • Name of Applicant, Department, Designation, Email ID, Mobile number, Date of joining, • Name of the project, Theme, Brief description of the project, • Benefits to the students and Institute, • Probable financial assistance required, Detailed breakup of expenses, Phasing of requirement of finance, • Schedule of submission of progress reports along with details of expenses incurred, • Probable date of final presentation to the department faculty and Activity In-Charge with Intimation to the Principal
04	**Post Doctorate or Ph.D. from NIT, IIT, IIM, ISC, NIRF<200 [8.1, 8.2, 8.3]**	Application should be submitted to the management 15 days in advance. • Application should contain information such as Name of Applicant, Department, Designation, Email ID, Mobile number, Date of joining, • Selection letter, Name of the Institute, Place, subject, Name of guide, • Number of years required, Off line/On line/ etc.
05	**Keynote Speaker of I/N Conference [7.11]**	Application should be submitted to the management 15 days in advance • Application should contain information such as • Name of Applicant, Department, Designation, Date of joining, • Invitation from, Institute, Place, Country, Theme of Conference, Date, • How many days required etc. • Documents 1. Invitation 2. Schedule

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