

# Khulna University of Engineering & Technology

Khulna 9203, Bangladesh

## Application for the Permission to Present Technical Paper in Conference/Seminar at Home & Abroad

[To be submitted at the office of Director (R&E)]

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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?  
(If yes, please fill-up the items from 9 to 12. Otherwise, please go to 13.)  Yes  No
  9. Did you Attend any Conference in Bangladesh in this Fiscal Year?  
(If yes, Please provide the following information)  Yes  No
    - 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?  
(If yes, Please provide the following information)  Yes  No
    - 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)

<b>Office of the Director (R &amp; E)</b>	
<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
Date :	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">_____ Signature of the Assistant Director (R &amp; E)</div> <div style="width: 45%; text-align: center;">_____ Signature of the Director (R &amp; E)</div> </div>
<b>Office of the Comptroller</b>	
<input type="checkbox"/> The statement of 9 & 10 is verified. Additional remarks (if any):	
Date :	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">_____ Signature of the Assistant/Deputy Comptroller</div> <div style="width: 45%; text-align: center;">_____ Signature of the Comptroller</div> </div>
<b>Office of the Registrar</b>	
<div style="text-align: right; margin-top: 20px;">_____ Signature of the Registrar</div>	

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.